

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, SEPTEMBER 25, 2018  
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations

**7. Public Comments**

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor

**11. Reports/Remarks of Councilmembers**

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business

1. **C.B. 18-36** – An Ordinance authorizing the Mayor to enter into a contract with Hicklin Asphalt for all necessary sealing and striping of various parking lots in the City of Carthage, Missouri in the amount of \$9,268.00. (Public Works)

**16. New Business**

1. **C.B. 18-37** – An Ordinance to amend Section 25-61 of the Carthage Code to waive, for a period of six (6) months, the established fee in the amount of one hundred dollars (\$100.00) for requests for annexation of property to the city. (Public Works)
2. **C.B. 18-38** – An Ordinance to amend Section 14-6 of the Carthage Code to establish compensation for the municipal judge's position. (Mayor, Staff, Selection Committee)

**17. Mayor's Appointments**

## 18. Resolutions

1. **Resolution 1852** – A Resolution providing for the formal acceptance of a grant from the Boylan Foundation in the amount of \$4,000 by the City Council of the City of Carthage, Missouri pursuant to City policy.
2. **Resolution 1853** – A Resolution providing for the formal acceptance of a Trim Grant of \$2,330 from the Missouri Department of Conservation by the City Council of the City of Carthage, Missouri pursuant to City policy.

## 19. Closing Comments

## 20. Executive Session

## 21. Adjournment

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING**

**MINUTES OF THE MEETING OF THE CITY COUNCIL  
CITY OF CARTHAGE, MISSOURI  
September 11, 2018**

The Carthage City Council met in regular session on the above date at 6:30 P.M. in the City Hall Council Chambers with Mayor Dan Rife presiding. Fire Chief Roger Williams gave the invocation and Police Chief Greg Dagnan led the flag salute.

The following Council Members answered roll call: Juan Topete, David Armstrong, Ceri Otero, Mike Daugherty, Alan Snow, Darren Collier, Brady Beckham and Kirby Newport. Council Member James Harrison was absent. City Administrator Tom Short and City Attorney Nate Dally were present.

The following Department Heads were present: Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks Director Alan Bull and City Clerk Traci Cox.

Mr. Collier made a motion, seconded by Mr. Armstrong, to amend the agenda to include Resolution 1851. Motion passed.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the minutes of the August 28, 2018 Council Meeting. Motion carried unanimously.

During Citizens Participation Period: Wendi Douglas, Carthage Convention and Visitor's Bureau, provided the Council and Staff with folders that contained the CVB's audit, visitor's study, group profile and visitor's guide. She also discussed the CVB's new website. Mark Baker and Greg Wolf, Carthage R-9 Schools, gave a presentation of their plans for the new student activities center that will be on the school grounds and will house their archery lanes for archery team meets along with other special uses. Mark Elliff, President of the Chamber of Commerce and Economic Development Director, advised the Council of a recent economic development conference that he attended with the emphasis being on the workforce.

Mr. Collier reported the Budget, Ways and Means Committee met on September 10. The bid for the wayfinding signs was approved with CDL being awarded the bid in the amount of \$187,283. A resolution was proposed for authorization of appropriation of funds from the annual operating and capital budgets which is being presented as Resolution 1851. Mr. Collier also informed the Council that City Hall will have their audit the week of September 24.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Red-lined employees were discussed. Ms. Otero made a motion, seconded by Mr. Newport, to approve a one-time performance based salary adjustment for red-lined employees who receive an outstanding employee evaluation. Motion carried unanimously. The City Clerk discussed a city wellness program with the first step being an employee survey. A new Accounts Receivable Clerk has been hired.

Mr. Collier reported the Public Safety Committee was between meetings with the next meeting scheduled for October 15.

Mr. Beckham reported the Public Services Committee was between meetings with the next meeting scheduled for September 18.

Mr. Daugherty reported the Public Works Committee met on September 4. Amy Silvers was present to discuss negligent properties and the possibility of having a weekend brush removal. Bids for the new city server were reviewed. Mr. Daugherty made a motion, seconded by Mr. Collier, to accept the state bid from Insight for up to \$40,000. Motion passed. The city's Certified Local Government status was discussed. Currently, the responsibilities for maintaining our CLG status lie with the Carthage Historic Preservation Committee. Mr. Daugherty moved to change those responsibilities to the Planning & Zoning and Historic Preservation Committee. Motion was seconded by Mr. Beckham. Motion carried. Mr. Beckham was present to discuss his proposed Council Bill request addressing properties within the city's limits that have not been annexed and waiving annexation fees to entice voluntary annexation from the property owners.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and the Tree Board, Ms. Otero for the Carthage Humane Society and Harry S Truman Coordinating Council, Mr. Armstrong for the Planning and Zoning and Mr. Snow for the Library Board.

Mayor Rife reported that he will be attending the MML Conference next week along with members of Staff and Council. Mayor Rife also thanked the Public Works and Street Department for the removal of a tree limb on Grand Avenue.

During Council Member reports, Mr. Collier reported that the Public Safety Committee meeting for September 17 has been canceled. The canceling of the meeting will not affect the Maple Leaf Festival. Mr. Armstrong reported that he is thankful for the discussions and work being done amongst the Council.

Police Chief Greg Dagnan reported that the parking issues at Central and Fulton and Central and Lincoln Streets will be discussed with MoDOT and taken to the next Public Safety meeting.

Fire Chief Roger Williams gave an update on construction progress for Fire Station #2.

Public Works Director Zeb Carney reported that the intersection of Fairview and River is complete. He also reported that they will be installing a new traffic control device at the intersection of Oak and Garrison.

Parks Director Alan Bull reported that the concrete walkways at Central Park are almost completed.

City Administrator Tom Short reported on the following: discussions with Gilmore & Bell in reference to economic development, interviewed three candidates for Carthage Municipal Judge, met with IT Tech Amon Henady and Melanie Blizzard, Memorial Hall, for re-designing the city's website, Carthage Convention and Visitor's Bureau's bid for the wayfinding sign project, the United Way's kickoff luncheon, a reception for John Hacker, the city can report legal ads in the new Carthage Chronicle newspaper, a potential rate increase for solid waste by Republic Services, the MML conference next week, a public meeting being held by MoDOT for the proposed roundabout at Fairlawn and Garrison.

The Committee on Claims filed a report in the amount of \$2,059,610.11 against the following funds: General Revenue \$72,144.11, Public Health \$5,524.70, Parks Stormwater \$94,339.54, Golf Course \$18,810.71, Lodging \$8,500.00, Parks & Recreation \$10.14, Capital Improvements \$355.91, Inmate Security Fund \$184.00, Payroll \$359,741.00 and Carthage Water & Electric \$1,500,000.00. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

Under old business, **C.B. 18-35** – An Ordinance authorizing a special use permit for the operation of private helicopter rides at 2535 Grand Avenue (Forrest Park Baptist Church), City of Carthage, Jasper County, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Topete, Otero, Daugherty, Snow, Collier, Beckham, Newport, Armstrong. The council bill was approved and numbered Ordinance 18-33.

Under New Business, **C.B. 18-36** – An Ordinance authorizing the Mayor to enter into a contract with Hicklin Asphalt for all necessary sealing and striping of various parking lots in the City of Carthage, Missouri in the amount of \$9,268.00 was placed on first reading with no action taken.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the Mayor's appointment of Peter Lasley as the Carthage Municipal Judge. Motion carried unanimously.

Mr. Armstrong made a motion, seconded by Mr. Daugherty, to approve Resolution 1849 – A Resolution approving the recommendation of the McCune-Brooks Regional Trust for the distribution of funds from the Restricted Trust Fund. Resolution passed on a vote of 7 yeas, 0 nays and 1 abstention. Ayes: Topete, Otero, Daugherty, Snow, Collier, Beckham, Armstrong. Mr. Newport abstained.

Mr. Armstrong made a motion, seconded by Ms. Otero, to approve Resolution 1850 – A Resolution approving the recommendation of the McCune-Brooks Regional Trust for the distribution of funds from the Restricted Trust Fund. Resolution passed on a vote of 7 yeas and 1 nay. Ayes: Topete, Otero, Daugherty, Collier, Beckham, Armstrong, Newport. Nays: Snow.

Mr. Newport made a motion, seconded by Mr. Daugherty, to approve Resolution 1851 – A Resolution providing authorization of appropriation of funds from the Annual Operating and Capital Budget of the City of Carthage, Missouri. Resolution passed. Ayes: Topete, Otero, Daugherty, Snow, Collier, Beckham, Newport, Armstrong.

During closing remarks, Mr. Armstrong thanked emergency personnel for their service. Mr. Collier reported that he was excited to see the wayfinding sign project underway along with the new Carthage R-9 schools student activities center. He thanked Police Chief Dagnan and the Carthage R-9 school district on their hard work with the School Resource Officer Program. Mr. Newport thanked emergency personnel for their service along with the Carthage R-9 school district for their work with the student activities center.

Mr. Newport made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:27 PM.

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Dan Rife, Mayor

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Traci Cox, City Clerk

***PUBLIC  
HEARINGS***

***OLD  
BUSINESS***



**COUNCIL BILL NO. 18-36**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance authorizing the Mayor to enter into a contract with Hicklin Asphalt for all necessary sealing and striping of various parking lots in the City of Carthage, Missouri in the amount of \$9,268.00

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to enter into a contract with Hicklin Asphalt for all necessary sealing and striping of various parking lots in the City of Carthage, Missouri in the amount of \$9,268.00, a copy of which agreement is attached hereto and incorporated herein as if set out in full.

**SECTION II:** This ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Sponsored by: Public Works Committee**

***NEW  
BUSINESS***

**COUNCIL BILL NO. 18-37**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend Section 25-61 of the Carthage Code to waive, for a period of six (6) months, the established fee in the amount of one hundred dollars (\$100.00) for requests for annexation of property to the city.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,  
JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** Section 25-61 of the Carthage Code is hereby amended to waive, for a period of six (6) months, the established fee in the amount of one hundred dollars (\$100.00) for requests for annexation of property to the city.

**SECTION II:** This Ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

**Sponsored by: Public Works Committee**

**COUNCIL BILL NO. 18-38**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend Section 14-6 of the Carthage Code to establish compensation for the municipal judge's position.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,  
JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** Section 14-6 of the Carthage Code is hereby amended to read as follows:

The municipal judge shall receive, as compensation rendered in such capacity, the sum of twenty-five thousand dollars (\$25,000.00) per year payable in twenty-six (26) equal biweekly payments.

**SECTION II:** This Ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

**Sponsored by: Mayor, Staff, Selection Committee**

***MAYOR'S  
APPOINTMENTS***

# ***RESOLUTIONS***

**RESOLUTION NO. 1852**

**A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A GRANT FROM THE BOYLAN FOUNDATION IN THE AMOUNT OF \$4,000 BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.**

**WHEREAS**, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

**WHEREAS**, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

**WHEREAS**, This policy also establishes guidelines that ensure donations occur at arm's length from any City decision-making process, and provide criteria and process for the acceptance of donations; and

**WHEREAS**, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donations or grants on the resources of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:**

That the City accepts a donation from the Helen S. Boylan Foundation, in the amount of \$4,000.00 for the acquisition and installation of a drinking fountain in Central Park. A budget adjustment will be prepared to authorize the appropriation of these funds.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

## **CITY ADMINISTRATOR DONATION REPORT:**

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

**There will be no adverse impact but there will be minimal additional operating costs associated with the acceptance of the donation for the fountain for Central Park. These will be covered by the parks Department's annual operating budget.**



Helen S. Boylan Foundation  
303 S. Main  
P. O. Box 731  
Carthage, MO 64836

August 22, 2018

City of Carthage/Parks Department  
Alan Bull  
521 Robert Ellis Young Drive  
Carthage, MO 64836

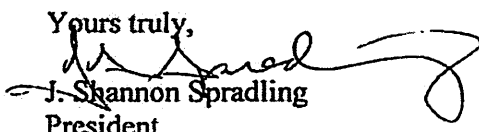
Dear Alan,

In response to your grant request, the Directors of the Helen S. Boylan Foundation have approved a donation in the amount of \$4,000 for a Central Park water fountain as described in your proposal and the check is enclosed, subject to our receipt of this signed letter of agreement.

Conditions:

- 1.) That grant is to be used solely for the project described in your proposal.
  - 2.) Grantee warrants and represents that its receipt of this grant will not adversely affect grantee's status as other than a private foundation within the meaning Sec. 509(a) of the Internal Revenue Code of 1986.
  - 3.) Grantee will furnish to the Helen S. Boylan Foundation any information concerning a change or a proposed change in grantee's exempt status.
  - 4.) If grantee's exempt status changes, the Helen S. Boylan Foundation reserves the right to have all remaining grant funds immediately returned.
  - 5.) Any funds not used or committed for the specific purpose of the grant within the specified terms contained in your request must be returned to the Helen S. Boylan Foundation unless otherwise authorized in writing.
  - 6.) On the completion of your project, please send a (1) page self-evaluation of its success and implementation to P. O. Box 731, Carthage, MO 64836.
- Please signify your agreement to the foregoing terms and conditions by having a duly authorized officer sign the following page and return it with a copy of this letter.

Yours truly,

  
J. Shannon Spradling  
President

HELEN S. BOYLAN FOUNDATION

PO BOX 731  
CARTHAGE, MO 64836

UMB BANK NA  
18-69/1010

8/22/2018

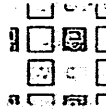
PAY TO THE  
ORDER OF City of Carthage - Parks Department

\$ \*\*4,000.00

Four Thousand and 00/100\*\*\*\*\* DOLLARS

City of Carthage - Parks Department  
521 Robert Ellis Young Dr.  
Carthage, MO 64836

VOID AFTER 90 DAYS



*Emily Spradley Stuart*  
AUTHORIZED SIGNATURE

MEMO *Drinking Fountain @ Central Park*

⑈003983⑈ ⑆101000695⑆ ⑈9871062007⑈

HELEN S. BOYLAN FOUNDATION

3983

City of Carthage - Parks Department

8/22/2018

4,000.00

Helen S. Boylan Foun

4,000.00

HELEN S. BOYLAN FOUNDATION

3983

City of Carthage - Parks Department

8/22/2018

4,000.00

PAYMENT  
RECORD

Helen S. Boylan Foun

4,000.00

## **LETTER OF ACCEPTANCE**

We have read the foregoing grant award letter from the Helen S. Boylan Foundation and hereby agree and accept the terms set forth.

ACCEPTED AND AGREED:

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Signature of Authorized Representative

Please print name and title

---

Organization Name

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Date:



# model 3511

## Barrier-Free Aluminum Pedestal Fountain

### FEATURES & BENEFITS

#### CONSTRUCTION

Heavy-duty cast aluminum construction supports this elegant old-charm fountain, and it is finished with midnight black powder-coat paint.

#### BARRIER-FREE

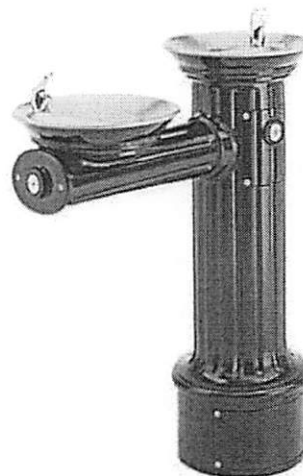
Barrier-free capabilities combined with its ease of use allows for a number of installation location possibilities.

#### BUBBLER HEAD

Polished chrome-plated brass bubbler head with integral laminar flow prevents splashing while providing a superior flow pattern. The integral basin shank and inserted roll pin add vandal resistance strength. Shielded, angled stream opening provides a steady, sanitary source of drinking water at .45 gpm.

#### PUSH BUTTON VALVE

The push-button activated valve assembly allows for front access stream adjustment as well as cartridge and strainer access. The valve works at an operating pressure range of 30 to 90 psi (2.1 to 6.2 bar).



### SPECIFICATIONS

Model 3511 "Hi-Lo" barrier-free antique style pedestal drinking fountain shall include a heavy duty cast aluminum pedestal with a black powder-coated finish, dual 18 gauge Type 304 Stainless Steel satin finish basins with integral swirl design, 100% lead-free waterways, push-button operated stainless steel valves with front-accessible cartridge and flow adjustment, polished chrome-plated brass vandal-resistant bubbler heads, chrome-plated brass vandal-resistant waste strainer, integral mounting plate, and 1-1/2" O.D. tailpiece.

### APPLICATIONS

Indoor or outdoor architectural settings where an "old town" ambience is present, the 3511 fits perfectly. Historic styled fountain with "up to date" components that provide performance really bring a traditional feel to any area that is historically designed. Powder-coated finish helps maintain the fountains overall appeal so it remains looking as it did when it was newly installed. This type of pedestal drinking fountain may also be placed in a variety of settings such as: parks, schools, and other outdoor environments where the temperature remains above freezing. Model meets all current Federal Regulations for the disabled including those in the Americans with Disabilities Act. Haws manufactures drinking fountains and electric water coolers to be lead-free by all known definitions including NSF/ANSI Standard 61, Section 9, NSF/ANSI 372, California Proposition 65, and the Federal Safe Drinking Water Act. Product is compliant to California Health and Safety Code 116875 (AB 1953-2006).

### OPTIONS

- ☐ Sand Trap: Model 6635, in-pedestal sand trap for models 3500 and 3511.
- ☐ Faucet Valve: Model 6250LF, self-closing, plain end, lead-free, brass bib faucet with polished chrome-plated finish. (When used with Haws concrete products, also order part 0004499489; for 3511, use 0004521763)
- ☐ Sand Trap: Model 6611, sand trap for installing adjacent to pedestal drinking fountains to help prevent debris and contaminants from clogging waste line.

For more information, visit [www.hawsco.com](http://www.hawsco.com) or call (888) 640-4297.



1455 Kleppe Lane :: Sparks, NV 89431 :: p. 775.359.4712 :: f. 775.359.7424 :: e. [info@hawsco.com](mailto:info@hawsco.com) :: [www.hawsco.com](http://www.hawsco.com) :: 16 February, 2017  
DISCLAIMER: Continued product improvements make specifications subject to change without notice. Check [www.hawsco.com](http://www.hawsco.com) for the latest product information and updates.

**RESOLUTION NO. 1853**

**A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A TRIM GRANT OF \$2,330 FROM THE MISSOURI DEPARTMENT OF CONSERVATION BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.**

**WHEREAS**, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

**WHEREAS**, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

**WHEREAS**, This policy also establishes guidelines that ensure donations occur at arm's length from any City decision-making process, and provide criteria and process for the acceptance of donations; and

**WHEREAS**, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donations or grants on the resources of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:**

That the City hereby accepts a Tree Resource Improvement and Maintenance (TRIM) grant from the Missouri Department of Conservation, in the amount of \$2,330.00 for Education/attendance at the annual meeting; and authorizes the Mayor to sign the Cooperative Agreement between the Missouri Department of Conservation and the City.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

\_\_\_\_\_  
**Dan Rife, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Traci Cox, City Clerk**

## **CITY ADMINISTRATOR DONATION REPORT:**

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

**There will be no adverse impact from this grant. Funds have already been allocated on a matching basis within the Parks Department budget for fiscal 2019 to match the grant allocation. Therefore, there will be no further impact on the Parks Department's annual operating budget.**



# MISSOURI DEPARTMENT OF CONSERVATION

## Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180

Telephone: 573-751-4115 ▲ [www.MissouriConservation.org](http://www.MissouriConservation.org)

SARA PARKER PAULEY, Director

September 7, 2018

Alan Bull  
City of Carthage/Carthage Tree Board  
521 Robert Ellis Young Dr  
Carthage MO 64836-3913

Dear Alan:

Congratulations! Your application for the *Tree Resource Improvement and Maintenance* matching grant has been approved for up to \$2,330!

Enclosed you will find two copies of the Cooperative Agreement between the City of Carthage/Carthage Tree Board and the Missouri Department of Conservation. These agreements have been signed by State Forester Lisa Allen.

Please sign both copies (be sure to include your Federal I.D. Number), keep one for your files, and return one copy by **Friday, October 5, 2018:**

Russell Hinnah  
Community Forestry Program Supervisor  
PO Box 180  
Jefferson City, MO 65102

Please do not begin implementation of your project until you have returned your signed contract to the above address. If you have any questions, contact me at (573) 522-4115 x 3306.

Sincerely,

Russell Hinnah  
Community Forestry Program Supervisor

RH:smc  
Enclosures

c: Jon Skinner, Community Forester

COMMISSION

DON C. BEDELL  
Sikeston

MARILYNN J. BRADFORD  
Jefferson City

DAVID W. MURPHY  
Columbia

NICOLE E. WOOD  
Bonne Terre

**COOPERATIVE AGREEMENT  
BETWEEN  
THE MISSOURI DEPARTMENT OF CONSERVATION  
(Hereinafter referred to as Department)  
AND  
City of Carthage/Carthage Tree Board  
(Hereinafter referred to as Cooperator)**

**NAME OF PROJECT:** Tree Resource Improvement and Maintenance (*TRIM*) Grant

Project Number: 19.047  
Project Description: Education

**PARTIES AND CONTACTS:**

Alan Bull  
City of Carthage/Carthage Tree Board  
521 Robert Ellis Young Dr  
Carthage MO 64836-3913

Jon Skinner, Community Forester  
Missouri Department of Conservation  
201 W Riviera Dr  
Joplin MO 64804  
(417) 629-3423

**AGREEMENT DURATION**

The period of this agreement is September 1, 2018 through June 30, 2019.

**MEASURABLE OUTCOMES:**

1. Complete the approved *TRIM* project anytime between signature of this Agreement and May 3, 2019. Said project shall be completed as described and specified in the application submitted for consideration of cost-share funding. The application is attached and incorporated herein.
2. Any removals of trees over 9" DBH associated with the *TRIM* Grant can only take place from November 1, 2018 to March 31, 2019. If it is determined that the project did not meet this specification, funds will be withheld.



3. Costs incurred before this agreement are ineligible for reimbursement.
4. All tree work must conform to the most current version of the American National Standards Institute *A300 Standards for Tree Care Operations*.
5. The Department shall be given appropriate credit in all publications, educational materials and in all media contacts related to this project. The statement "A portion of the funding for this project was made available through the Missouri Department of Conservation's Tree Resource Improvement and Maintenance (TRIM) program" is suggested.

#### **REPORTING REQUIREMENTS:**

1. The Cooperator shall contact the local forester noted above under **PARTIES AND CONTACTS** if any changes in the project arise. The local forester or their representative must approve all changes prior to implementation. Failure to do so may result in denial of payment of your *TRIM* project.
2. The Cooperator shall notify in writing the local forester by May 3, 2019 that all work has been completed and request an inspection of the project.
3. Should an extension beyond the May 3, 2019 deadline be desired to complete the project, the Cooperator shall submit a request in writing outlining the extenuating circumstances necessitating such a variance. This written request must be received a minimum of two weeks prior to the May 3, 2019 deadline. Such requests must be sent to the Department of Conservation, Community Forestry Coordinator, P.O. Box 180 Jefferson City, Missouri 65102. Extensions can only be granted by the Community Forestry Coordinator.
4. The Cooperator shall provide documentation of all costs associated with the approved project before payment will be made. This includes copies of all dated invoices for project costs, paid receipts, and a description with documentation of all donations, volunteer assistance, and in-kind costs.
5. The Cooperator shall provide documentation that all activities identified in the application's Publicity Plan are completed.
6. If for any reason, the Cooperator cannot complete the *TRIM* project during the time specified herein, immediate written notification to the Department is required. Providing timely notification will also ensure that no penalties will result for future project applications.

## **MONITORING REQUIREMENTS:**

1. The Department's local forester or their representative shall monitor each project. Such monitoring shall include but not be limited to on-site visits, ongoing informal monitoring through phone calls, email, and desk review of financial information, progress, and performance reports. The Department shall conduct an onsite inspection of each project upon completion to assure compliance with program guidelines.
2. After project inspection and certification that the work fully meets the project specifications, the Department shall process payment. If the inspecting local forester finds the project does not meet specifications, payment will not be issued until specifications are met.
3. The Cooperator shall allow the Department access to all financial records and/or audited financial statements related to this agreement.

## **REQUIRED PROVISIONS**

The Cooperator, City of Carthage/Carthage Tree Board, agrees to defend, indemnify and hold harmless from claim or suit the Department, the Conservation Commission and their employees and agents from any claim or suit brought by any third party in connection with the activities to be performed or improvements to be installed under this agreement.

## **PAYMENT PROCESS:**

Payment to the Cooperator will be the applicable percentage as noted on the *TRIM Cost Share Request Form* of the actual costs required to complete the *TRIM* project, but will not exceed the lesser of \$2,330 or the total of the reimbursable costs required to complete the project. The remainder of cost is the responsibility of the Cooperator. All funds from the Department must be deposited in a timely manner.

## **OWNERSHIP**

Any equipment purchased with funds under this agreement with a value greater than \$100.00 remains the property of the Department. The Department will make determination as to disposition of any property, equipment and unused supplies. The Cooperator shall provide to the Department a periodic inventory of all equipment with a value greater than \$100.00 purchased with funds from this contract.

**APPROVED AND ACCEPTED**

**MISSOURI DEPARTMENT OF CONSERVATION**

BY: Lisa Allen <sup>by JTG</sup>

DATE: Sept 5 2018

TITLE: STATE FORESTER

**CITY OF CARTHAGE/CARTHAGE TREE BOARD**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

FEDERAL IDENTIFICATION NUMBER \_\_\_\_\_

***MINUTES***  
***STANDING***  
***COMMITTEES***

BUDGET WAYS & MEANS COMMITTEE  
MONDAY, SEPTEMBER 10, 2018 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Darren Collier, Juan Topete and Alan Snow.

**OTHERS PRESENT:** City Clerk Traci Cox, Council Member Ceri Otero, Fire Chief Roger Williams, Public Works Director Zeb Carney,

Mr. Collier called the meeting to order at 5:30 P.M.

**\*NOTE:** All areas *"italic"* below were submitted to the Committee in a pre-meeting memo by Mr. Short.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** Mr. Shields made a motion to approve the minutes for the August 13 meeting of the Budget Ways & Means Committee. Motion carried 3-0.

**NEW BUSINESS:**

**1. Consider and discuss Wayfinding/Welcome Signage Installation Bids.**

1. *"Wendi Douglas will have the bids for the Wayfinding Project for discussion. The project was re-bid due to changes in the Prevailing Wage law. The City has budgeted \$50,000 for the project in fiscal 2019 which was included as part of the AGREEMENT FOR TOURISM AND MARKETING SERVICES with the Carthage Convention and Visitors Bureau (CVB). The City also had \$50,000 budgeted last fiscal year that was basically not used, and not carried over in the General Fund Capital budget. Based on a preliminary examination of the bids, there should be enough money available to complete phases 1-3 with the current year's funding. If a supplemental appropriation is approved from last year's ending fund balance (\$50,000), phases 1-4 can be completed. Construction contracts should be available for the next Council meeting. The following is from previous correspondence from CVB a few years ago:*

**Carthage Convention and Visitors Bureau Wayfinding Review 2014-2015**

**History**

*The Carthage CVB has always had a Wayfinding sign program as a high priority need for Carthage. The CVB "set aside" funding to help with Wayfinding on an annual basis; in 2009, the Wayfinding CD had \$11,188.22 as a balance. As the economic downturn affected the CVB, the fund continues to earn interest, but the CVB was no longer able to contribute. In 2012, the CVB board decided to use surplus funds (from lodging increases due to the tornado), to increase the fund to \$50,000 and convert it to a Money Market account so that action may be taken. The CVB staff worked to set up a program independently. Working with MODOT, proved fruitless and the sign program developed by Wendi lacked visual appeal, policy to include attractions, and proper orientation of direction. However, the CVB did receive support and encouragement from the City of Carthage. In 2014, the CVB Board of Directors voted to hire the consulting firm, Corbin Design. Corbin was the team that*

designed Wayfinding sign programs for Springfield, Kansas City, St. Louis, Tulsa, Oklahoma City and a variety of other cities.

**Progress Phase One:** Corbin came to Carthage and analyzed traffic patterns and habits along with tourist attractions and the ideal scenery for guests. Phase One was completed in June of 2014 and documentation was provided. Among the remarkable items in Phase one, Corbin Designs identified the Square District as a location to attract visitors, and juxtaposed to it, Corbin Design suggested the Circle District to identify the south of town. Additionally, the consultants identified Grand Avenue as a main byway for moving visitor traffic. Progress

**Phase Two:** Corbin Design continued to work throughout the summer to identify color schemes and design interests of the community. Phase two was completed in August 2014 and included design plans for signs and preliminary suggestions on where signs could be placed. The documentation includes sign patterns and definitions of a variety of signs including: Gateway signs, pedestrian signs, trailblazing signs, parking signs and a variety of other vehicular signs.

Other documentation included suggestions on how other cities found funding, estimated cost (\$340,654 for an estimated 80 signs and installation), and costs of sign programs to other cities. The cost of Phase One and Two totaled \$31,802.62. This included Professional Fees of \$9,430 for Phase One, \$17,200 for Phase Two, travel for two team members, and general expenses related to documentation. This completes the progress of the Wayfinding Sign program to date.

**Next Steps Phase Three:** (estimated at \$19,080 plus expenses) This includes a community review and survey to identify the specific locations that would be included in the program. Additionally, it would locate the exact position of signs for turning directions. This is a critical step as it would give us attractions that we can make commitments for inclusion, an exact number of signs, and the exact location for each sign. Previous costs and number of signs were estimates.

**Phase Four:** This is the installation phase. It would include overseeing the bidding process, working with MODOT and the City to insure precise and accurate installation.

## **2016**

The CVB has formed a Wayfinding Committee specifically to work on funding the program and moving forward with the process. The first meeting was on January 14th. Attendees included: Tom Short from the City of Carthage, Alice Lynn Greenwood from artCentral, Larry Frickenschmidt from Red Oak II, Debye Harvey from Boots Court (and Carthage CVB Board member), and Wendi Douglas from the Carthage CVB.

After discussion, the group voted to ask the CVB to pay Corbin Design to perform Phase Three.

Wendi will bring the Committee up to speed on recent developments. Also included in this Budget packet are the specifications for the RFP, the list of potential bidders, a bid tab sheet from Thursday's (Sep 6, 2018) opening, and the recommendation from CVB."

Wendi Douglas, Deborah Harvey and Steve Willis reviewed the plan designs and phases for the Wayfinding/Welcome Signage. Bids for the project were reviewed noting the costs for each project. Mr. Snow moved to accept the low bid from CDL Electric for the Wayfinding Sign Project. Motion carried. The 2019 Budget includes \$50,000 appropriated for the project which will cover the first three phases. On behalf of the CVB, Ms. Douglas requested an additional appropriation of \$50,000 to fund Phase 4 of the Wayfinding Sign Project. Mr. Topete made a motion to approve a supplemental appropriation of up to \$50,000 from the unallocated and unappropriated Fund Balance for the 2019 Budget. Motion carried.

**Staff Reports:**

*"I have a prior commitment and will be unable to attend the Budget Committee meeting. Traci will be handling this month's meeting. Zeb will also be present to answer any questions about the Wayfinding signs. The City had previously committed to install the signs on the City's right-of-way. We may have the numbers for the Sales Tax Report for September 2018, for the meeting but, at this writing, we have not yet received the State's report. We will provide those numbers to the Committee when we receive them. Included is the budget report for August. There are no red flags. Since Tim Shields has resigned, and was a member of the Budget Committee and has not yet been replaced, we need to make sure everyone can attend the meeting so a quorum can be established. If for some reason you cannot attend the meeting, please let Traci know as soon as possible so the meeting can be cancelled. If you need anything else, please let me know."*

Mr. Cox reviewed current sales tax revenues, financial reports and interest revenues from recent investments.

**Other Business:** None

**ADJOURNMENT:** The meeting adjourned at 6:06 P.M. on motion by Mr. Snow.

Respectfully submitted,  
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
TUESDAY, SEPTEMBER 11, 2018  
CITY HALL COUNCIL CHAMBERS**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, David Armstrong and Kirby Newport. Brady Beckham arrived at 5:42 p.m.

**OTHER COUNCIL MEMBERS:** None.

**OTHERS PRESENT:** City Administrator Tom Short and City Clerk Traci Cox.

Chairperson Ceri Otero called the meeting to order at 5:30 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the August 28, 2018 meeting were approved 3-0.

**Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report before it was approved 3-0 on a motion by Mr. Newport. Mr. Beckham abstained as he arrived at the end of the discussion.

**NEW BUSINESS:**

**Consider and Discuss Red-Lined Employees:**

Mr. Short presented an option for rewarding employees that have outstanding performance but have reached the top of their pay grade. This would be a non-permanent adjustment that would equate to the authorized increase in salary granted to all City employees. Mr. Newport made a motion to recommend to council the non-permanent, performance based adjustment for red-lined employees in lieu of a base salary increase. Motion carried 4-0.

**Staff Reports:**

Ms. Cox informed the committee two conference calls with Associated Partners and Beimdiek Insurance Agency to form a Wellness Program for city employees. The Accounts Receivable position has been filled and the new hire will begin on September 26.

**ADJOURNMENT:** Mr. Newport made a motion to adjourn at 6:13 PM. Motion carried 4-0.

Traci Cox  
City Clerk



***MINUTES  
SPECIAL  
COMMITTEES  
AND BOARDS***

The Carthage Public Library Board of Trustees met Tuesday, August 14, 2018 in the Carthage Public Library Board Room. The meeting was called to order at 5:15 pm by Peggy Ralston, President.

### **Roll Call**

Board Members present were: Peggy Ralston, Kevin Johnson, Sandy Swingle, Gary Cole, Eric Putnam, Miriam Putnam and Donna Maggard. Also present was Library Director Julie Yockey, Judy Welch and Traci Cox, Clerk for the City of Carthage. Board members Justin Baucom and Carrie Campbell were absent.

### **Minutes of Last Meeting**

There were no changes to the minutes of the last regular meeting. A motion to approve the minutes of the regular session of July 10, 2018 was made by Miriam Putnam and seconded by Eric Putnam. Motion passed unanimously.

### **Financial Report**

Attached. Final June 2018 financials were presented. There was some discussion about how variances are represented on the statements but eventually, it was determined there was no issue. Eric Putnam moved to accept the Final June 2018 financials. Sandy Swingle seconded. Motion passed unanimously.

July 2018 financials were presented. Again, there was discussion as to how variances were not represented in a one-month financial statement, however no issues were identified. Miriam Putnam moved to accept the July 2018 financial report. Gary Cole seconded. Motion passed unanimously.

### **Director's Progress and Service Report**

Traci Cox from the City of Carthage made a presentation to the board about investment opportunities available to Missouri governmental entities and thereby to the Library through the City of Carthage. Traci presented a program offered by Missouri Securities Investment Program (MOSIP) the City would consider. The Library, as an agency of the City, has the option to participate with the City in meeting the minimum balances. Discussion included: (1) Fees have been deducted and are reflected in the published rates. Eric Putnam moved to put available Library funds (to be determined) into the MOSIP Liquidity Series investment. Gary Cole seconded. Motion passed unanimously. Miriam Putnam moved to move \$450,000 from the current Cash in Bank – Treasurer's Cash account to the MOSIP Liquidity Series investment previously approved. Gary Cole seconded. Motion passed unanimously.

Director's report is attached. Discussion included. (1) The Audit will be September 3-4, 2018. (2) The Library received a \$10,000 grant from the Stanley Trust to fund the Racing to Read program. (3) The roof inspector did not show as planned. (4) Drywall repair was started but then stopped because the crew was pulled off for two weeks to work another job. They have not returned. The general contractor is not answering the phone when Julie calls. (5) Julie has a conflict with the regularly scheduled October board meeting so the board decided to move the meeting to Monday, October 8, 2018 at 5:15 pm. (6) A revised Cash Receipts policy was reviewed. Now titled Money Handling Procedures. Gary Cole moved to accept the revisions presented. Eric Putnam seconded. Motion passed unanimously. (7) the architects are completing a proposed design for the new building. They have been paid \$11,000 to date. Julie will attend the next Planning and Zoning meeting on Sept 17 in support of the proposed building.

## **The Carthage Public Library Board of Trustees Meeting Minutes – August 2018**

### **Youth Services Progress and Services Report**

Attached.

### **President's Message**

(1) Peggy welcomed Donna Maggard to the board. (2) Peggy will not be able to attend the Sept board meeting.

### **Council Liaison's Report**

No report. Traci Cox mentioned to the Mayor the Library needed a City Liaison.

### **Committee Reports**

**Building Committee** – Gary Cole reported: (1) He, along with Randy Dubry, reviewed the recent roof work and thought everything looked as though it was installed correctly. There is one section that is missing bolts on the parapet and he did not think it would pass inspection. G&G will fix the issue. Once the inspection is passed the warranty period starts.

**Budget Committee** – Julie reported the Auditor did not think we needed to amend the 2018 budget because we were so close to actual results and had a surplus for the year.

**Community Relations** – Sandy Swingle reported the DAR will hold their meetings at the Library January – April 2019.

**By-Laws** - No report.

**Library Gardens** – No report.

**ADA Compliance** – No report.

**Communications** – No report.

### **Unfinished Business**

No report.

### **New Business**

2018-2019 Committee appointments were discussed and board members volunteered to serve on various committees.

### **Payment of Bills**

Peggy Ralston said she had reviewed the bills and they could be paid. Eric Putnam made a motion to pay the bills. Gary Cole seconded. Motion passed unanimously.

### **Other New Business**

No report.

## The Carthage Public Library Board of Trustees Meeting Minutes – August 2018

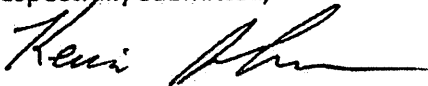
### **Closed Session**

None.

### **Adjournment**

Gary Cole made a motion to adjourn. Miriam Putnam seconded. Motion passed unanimously. Meeting was adjourned at 6:43 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Johnson", with a long horizontal flourish extending to the right.

Kevin Johnson  
Secretary-Treasurer

## Carthage Chamber of Commerce Board of Directors

Thursday, August 16, 2018 at 8:00 a.m.

### Members present:

Steve Willis, Chair  
Roy Mason, Vice Chair  
Brian Schmidt, Treasurer  
Kimberly Fullerton  
Tina Hallmark  
Rodney Hinds  
Elizabeth Simmons  
Scott Watson  
Stephanie Howard,  
ex-officio

### Members absent:

Paul Eckels  
Robert Goar  
Dr. Jon Haffner  
John Lenahan  
Tom Flanigan, ex-officio  
Tom Short, ex-officio  
Gregg Wolf, ex-officio

### Liaisons present:

Mike Daugherty, liaison  
Wendi Douglas, liaison

### Liaisons absent:

Jim Benton, liaison

### Staff present:

Mark Elliff, Pres/Sec  
Mary Jo Little  
Neely Myers

### Guests present:

Tyler Wornell

Quorum being present, Board Chair Willis called the meeting to order at 8:00 a.m.

June meeting minutes and July e-vote minutes were presented for review and July meeting notes for discussion. There being no corrections, Mason moved to approve the minutes, Watson seconded the motion, and the motion carried unanimously.

July financial reports: Elliff reviewed the monthly summary. There being no questions, the reports were filed for audit. He asked for any objections to fewer monthly reports sent in the electronic packet; there were none.

Membership Report: Myers reviewed the written report in the Board packet; there were no questions.

Ambassadors: Hallmark reported that the recent Teachers' Breakfast and Sweet Peas ribbon cutting were both well-attended.

Banquet: Little reviewed the written report in the Board packet; there were no questions.

Economic Development: Elliff reported a follow-up meeting was scheduled with Olsson Associates to review their proposals.

Emerging Leaders: Fullerton reviewed the written report in the Board packet; there were no questions. Little discussed the statewide YP Summit scheduled for September.

Maple Leaf: Little reviewed her written report in the Board packet; there were no questions. Mason revealed the 2018 shirt design and reported that merchandise was immediately available at Race Brothers.

Marketing/Expo: There were no questions regarding the written report in the Board packet. Myers commented that the Chamber's and Maple Leaf's social media impact continued to grow.

Public Policy: Elliff reported that the next meeting would be in December, but that tentative plans were in the works for a luncheon with the incoming freshman state legislators in the fall.

CVB: Douglas reported that the CVB's grantmaking was funding 18 events in 2018, including the final concert in Central Park scheduled for August 18. Their new website was scheduled to go live in September, and she had been named president of the state association of CVBs, along with serving on the statewide tourism grantmaking committee and continuing to serve as the tourism marketing coordinator for the county.

Ministerial Alliance: No report.

Vision Carthage: Myers reviewed the written report in the Board packet; there were no questions. She added that the CRM fathers had donated flowers from Marian Days to decorate the square.

Chairman's report: Willis had nothing new to report but praised the efforts of the Maple Leaf volunteers.

President's report: There were no questions regarding the written report in the Board packet. Elliff added that the Chamber and CVB were in the final stages of implementing fiber internet and voice-over-IP phone service and would be cancelling their contracts with AT&T in the near future. He commented that he continues to work

with regional partnership staff to reevaluate that organization; Watson suggested including McDonald County. He mentioned that Larry Glaze would be unveiling a 9/11 memorial on September 11 at 10:30 a.m. at SMB on Stone's Corner. Elliff invited Watson to report on Mercy's partnership with the Carthage Tech Center to offer a new medical assistant program, which had received overwhelming interest.

City of Carthage: Daugherty reported that things were business as usual in the City. He added that Marian Days had experienced 100K estimated attendees with no major incidents. He also noted that improvements at the intersection of River and Fairview had been delayed.

Jasper County: No report.

Old Business: Elliff presented the final FY 2018-19 budget including a spring event in place of the fall golf event and a 2% rounded dues increase. Hinds moved to accept the budget, Schmidt seconded the motion, and the motion carried unanimously.

Elliff then asked for board approval of staff retirement contributions for FY 2018-19. Hallmark moved to contribute 4% of an employee's salary to the IRA of their choice to be paid quarterly, Fullerton seconded the motion, and the motion carried 7-1.

New Business: None.

Strategic Planning: None.

Upcoming events:

1. 8/30.....Business After Hours with Maple Tree Terrace, 4:30-6 p.m.
2. 8/31.....Maple Leaf Grand Marshal nomination DEADLINE, 4 p.m.
3. 9/11.....Emerging Leaders to Missouri YP Summit in Jefferson City
4. 9/12.....All-Chamber "People You Need to Know" with Richard Webster, 11:30 a.m. (RSVP by 9/4)
5. 9/15.....EMS appreciation breakfast hosted by VFW, 8-11 a.m.
6. 9/21.....Mid-Morning Mingle at Maple Tree Terrace, 9:30-10:30 a.m.
7. 9/25.....Emerging Leaders "Magic Under the Maples" at Senior Center

There being no need for a closed session, no additional reports, and no further business, Schmidt moved to adjourn at 8:35 a.m., Hallmark seconded the motion, and the motion carried unanimously.

**The next meeting of the board is scheduled for Thursday, September 20 at 7:30 a.m. at the Chamber office.**

## **CWEP BOARD MEETING MINUTES**

September 20, 2018

The Carthage Water & Electric Plant Board met in regular session September 20, 2018, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

**Board:**

- |   |  |
|---|--|
| <input type="checkbox"/> Pat Goff - President                   | <input type="checkbox"/> G. Stephen Beimdiek - Member      |
| <input checked="" type="checkbox"/> Neel Baucom -Vice President | <input checked="" type="checkbox"/> Brian Schmidt – Member |
| <input checked="" type="checkbox"/> Danny Lambeth -Secretary    | <input checked="" type="checkbox"/> Ron Ross - Member      |
| <input type="checkbox"/> Darren Collier -Liaison                |  |

**Staff:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Chuck Bryant-General Manager             | <input checked="" type="checkbox"/> Jason Choate-Director of Water Services    |
| <input checked="" type="checkbox"/> Cassandra Ludwig-General Counsel         | <input checked="" type="checkbox"/> Kelli Nugent/CFO                           |
| <input checked="" type="checkbox"/> Jason Peterson-Director IT & Broadband   | <input checked="" type="checkbox"/> Kevin Emery-Director of Power Services     |
| <input checked="" type="checkbox"/> Susan Wendleton-Administrative Assistant | <input checked="" type="checkbox"/> Stephanie Howard-Director of Business & ED |
| <input checked="" type="checkbox"/> Meagan Milliken-Customer Relations Mgr.  |  |

Vice President Baucom called the meeting to order at 4:00 p.m.

**ADDITIONS/CHANGES TO THE AGENDA:** None.

**APPROVAL OF MINUTES:**

A motion by Schmidt and seconded by Ross to approve the minutes of the regular meeting of August 16, 2018, as presented passed unanimously.

**APPROVAL OF DISBURSEMENTS:**

A motion by Lambeth and seconded by Schmidt to approve disbursements for August in the amount of \$3,321,794.34 passed unanimously.

**FINANCIAL STATEMENT:**

CFO Nugent presented the financials noting that net income exceeded budget for the month by \$280,000 and was short of the prior year by \$83,000. She noted that for the year to date the utility is ahead of budget by approximately \$638,000 and ahead of prior year by approximately \$84,000.

A motion by Lambeth and seconded by Ross to approve August financials passed unanimously.

**COMMITTEE REPORTS:** None.

**CITIZEN'S PARTICIPATION PERIOD:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

General Manager Bryant noted that due to the retirement announcement of Administrative Assistant Wendleton, replacements have been selected. He introduced Megan Stump, currently Customer Service Representative who is being trained for her new role as Executive Assistant, and Kyle Fewin, currently Network Technician, who will be assuming the role of Human Resource/Safety Coordinator.

**CONSIDERATION OF HEALTH INSURANCE PROPOSAL**

Administrative Assistant Wendleton reviewed the proposal from Cox Health Insurance for renewing the existing plan at a 3% average increase. She outlined with the Board the method the Board has authorized in the past on calculation of premiums. Tobacco users pay 25% of the cost of their premiums. Any coverage beyond employee only is calculated by reducing that amount by cost of employee only, with CWEP subsidizing the balance at 50%. Practices formerly approved by the Board pertaining to retiree health insurance require retirees to meet a list of criteria including 20 years of employment. Retirees are then allowed to remain on the plan paying a rate of 15% more than the base to partially offset plan costs until reaching Medicare eligibility. Other proposals received were not competitive when comparing the plan coverage and rates. Wendleton credited employees' utilization of services including increased use of telemedicine, establishing a primary care doctor, decreased use of higher cost medical services such as urgent care and emergency rooms, and the impact of the CWEP wellness program for the favorable renewal when compared to industry standards.

A motion by Lambeth and seconded by Ross to accept the Cox Partners 80 plan, with previously-approved cost-split practices passed unanimously. Beimdiek was absent from the meeting and as such, did not participate in the vote.

**MISCELLANEOUS AND STAFF REPORTS**

General Manager Bryant stated no big outages for the month. He noted that discussions are taking place with MPUA pertaining to upgrading CWEP's interconnection transformer capacity. MPUA will be able to help CWEP understand the different options that may become available for upgrading interconnection capacity and provide assistance with determining what steps need to be taken as part of the process. He reported that in coordination with MPUA's Mutual Aid Agreement, CWEP Distribution Crews were prepared with two linemen who had volunteered and were on standby to respond to hurricane damage repairs in North Carolina. This became unnecessary as surrounding states were able to fulfill the need. He noted that



Fiber is being installed for a multi-dwelling facility on Elk Street, which includes 44 units. GM Bryant also mentioned that our Mobile Service Order transition is going well.

General Counsel Ludwig reported on recent inspections with EPA and DNR. She also noted that a draft of Missouri State Operating Permit for the wastewater treatment plant facility was recently received.

Director of Power Services Emery noted as a follow up to GM Bryant's comments regarding upgrading interconnection transformer capacity that a meeting is scheduled at the Southwestern Power Administration (SWPA) substation to discuss upgrading interconnection transformer capacity further. The meeting will include staff from CWEP, Allgeier Martin and Associates, and SWPA.

Director of Business and Economic Director Howard reported on recent meetings with a local industry about expansion plans.

Customer Relations Manager Milliken noted that the new customer service app went live on August 27, 2018, and reported that we have had a good response from customers using the app. Searching CWEP in the app store of any mobile device brings up the app which allows customers to view their online account. She also noted Public Power Week will be observed October 7-13 which will include a customer appreciation meal on October 12. Training is being scheduled with local tree trimming services to provide education on trimming of trees near utility lines located on private property.

Administrative Assistant Wendleton reported on CWEP personnel attending today's Columbian Elementary Lunch with a Loved One. She also shared with the Board a citizen's phone call complimenting CWEP personnel for their interaction with the children.

**BOARD MEMBER COMMENTS:**

General Manager Bryant responded to questions from the Board on the cooperative efforts between MoDot, City, and Utility regarding the intersection of Oak/Garrison after a recent traffic accident.

At 4:53p.m. the meeting adjourned.

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President – G. A. Pat Goff

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Secretary – Danny Lambeth

***AGENDAS  
STANDING  
COMMITTEES***

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# City of Carthage



NOTICE OF MEETING  
Public Safety Committee – Agenda  
Monday September 17, 2018  
5:30 p.m.  
Carthage Police Department  
310 W 4<sup>th</sup> Street, Carthage MO 64836

## TENTATIVE AGENDA

**\*\*\*MEETING CANCELLED DUE TO LACK OF QUORUM\*\*\***

### OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

### CITIZEN PARTICIPATION

1. Consider and discuss 2018 Run Through the Lights event – Chanti Beckham

### NEW BUSINESS.

1. Consider and discuss no parking at Central and Fulton and Central and Lincoln.
2. Staff Reports.
  - a) Police Department
  - b) Fire Department

### ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: \_\_\_\_\_

BY: \_\_\_\_\_

# **MEETING CANCELLED DUE TO A LACK OF QUORUM**

**PUBLIC SERVICES COMMITTEE  
TUESDAY SEPTEMBER 18, 2018  
5:30 P.M.  
PARK DEPARTMENT OFFICE  
521 ROBERT ELLIS YOUNG DRIVE**

## **Old Business**

1. Consideration and approval of minutes from previous meeting

## **CITIZENS PARTICIPATION**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

## **New Business**

1. Consider and discuss request from CVB for use of Central Park.
2. Consider and discuss bids for railing located at Memorial Hall.
3. Consider and discuss acceptance of grant for drinking fountain in Central Park.
4. Consider and discuss acceptance of grant from Missouri Department of Conservation.

Staff reports

Other Business

**ADJOURNMENT**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL  
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS  
PRIOR TO MEETING.**

Posted: \_\_\_\_\_

By: \_\_\_\_\_

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

September 25, 2018

5:30 PM

Carthage City Hall

Agenda

**Old Business**

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

**Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

**New Business**

1. Staff Reports

**Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.)

Posted \_\_\_\_\_

***AGENDAS  
SPECIAL  
COMMITTEES  
AND BOARDS***

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Darieux K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

Carthage: 417-358-0421  
Joplin: 417-625-4350

Toll Free: 800-404-0421  
Fax: 417-358-0483

COMMISSION AGENDA  
SEPTEMBER 11, 2018  
9:00 A.M.  
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
  - PLEDGE OF ALLEGIANCE
  - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
  - ♦ **Trisha Swoverland-Southwest Agency**
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - ♦ **Re-appoint Brad Baker to the Jasper County Industrial Development Authority Board**
10. PUBLIC HEARINGS
  - ♦ **Tax Levy Hearing**

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:  
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED SEPTEMBER 7, 2018 AT 4:00 P.M.

(RSMO 610.020)

# CITY OF CARTHAGE

Planning, Zoning, and Historic  
Preservation Commission

## AGENDA

Date of Meeting: **9/17/2018**

Place: **City Hall Chambers  
326 Grant St.**

Time: **5:15 pm**



### To Consider the following items:

**1. Requested by:** Chairman Harry Rogers

**Request type:** Other

**Project Location:**

**Reason for Hearing:** Meeting Cancelled

**2. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

**3. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

**4. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

**5. Requested by:**

**Request type:**

**Project Location:**

**Reason for Hearing:**

**6. Requested by:**

**Request type:**

#### Commission Members

<b>Voting Members:</b>	<b>Chairman</b>	Harry Rogers	1350 S Main St	417-358-4527
	<b>Vice Chairman</b>	Abi Almandinger	1220 S Main	417-793-6589
	<b>Secretary</b>	Bill Barksdale	1314 S Garrison	417-388-2464
	<b>Member</b>	Eric Putnam	521 E Highland	417-388-2739
	<b>Member</b>	Vacant	Vacant	Vacant
	<b>Member</b>	Vacant	Vacant	Vacant
	<b>Member</b>	Jim Swatsenbarg	601 Howard	417-358-1690

<b>Non-Voting Members:</b>	<b>Mayor</b>	Dan Rife	City Hall	417-237-7003
	<b>Councilmember</b>	David Armstrong	1024 Oak	417-793-9811
	<b>City Administrator</b>	Tom Short	City Hall	417-237-7003

<b>Staff:</b>	<b>Public Works Director</b>	Zeb Carney	Public Works Department	417-237-7010
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**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Daricus K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

Carthage: 417-358-0421  
Joplin: 417-625-4350

Toll Free: 800-404-0421  
Fax: 417-358-0483

COMMISSION AGENDA  
SEPTEMBER 18, 2018  
9:00 A.M.  
JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
  - PLEDGE OF ALLEGIANCE
  - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
  - ♦ **April Tarrant-911 Board**
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - ♦ **Re-appoint Cole Cummins to the Jasper County Industrial Development Authority Board**
10. PUBLIC HEARINGS

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

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COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED SEPTEMBER 14, 2018 AT 4:00 P.M.

(RSMO 610.020)



Commerce • Community • Connection

**Board of Directors Meeting**  
**Thursday, September 20, 2018**  
**7:30 a.m.**

***Vision Statement** - To foster and facilitate the success of Carthage area businesses, so our community is financially healthy and the people living, working, and playing in Carthage can enjoy a higher quality of life.*

***Mission Statement** - To improve the overall business climate for our members and quality of life for the community through sponsorship of programs which promote civic and economic development, stimulate growth, and support relevant political action.*

**Agenda**

1. Call to Order
2. Approval of August minutes
3. Financial Report
4. Membership Report
5. Committee Reports
  - a. Ambassadors - Tina Hallmark (Haffner)
  - b. Banquet - Beth Simmons (Hallmark)
  - c. Economic Development - Mark Elliff (Willis)
  - d. Emerging Leaders - Kimberly Fullerton (Hinds)
  - e. Maple Leaf - Steve Willis (Mason)
  - f. Marketing/Expo - Roy Mason (Simmons/Lenahan/Gor)
  - g. Public Policy - Steve Willis (Watson)
6. Partner Reports
  - a. CVB - Wendi Douglas (Willis/Elliff)
  - b. Ministerial Alliance - Jim Benton
  - c. Vision Carthage - Neely Myers (Elliff)
7. Chairman's Report
8. President's Report
9. City of Carthage Report
10. Jasper County Report
11. Old Business
  - a. As needed
12. New Business
  - a. As needed
13. Strategic Planning update

15. Upcoming calendar items
16. Closed Session (as needed)
17. *Next Meeting - Thursday, October 18, 2018*
18. Adjourn

POSTED: \_\_\_\_\_ BY: \_\_\_\_\_

**2018 Board of Directors meetings total = 8**

Steve Willis	7	Dr. Jon Haffner	5	Ministerial Alliance	5
Roy Mason	8	Tina Hallmark	6	CVB	2
Brian Schmidt	5	Rodney Hinds	4	Carthage City Council	4
Paul Eckels	6	John Lenahan	2	CWEP	3
Kimberly Fullerton	7	Elizabeth Simmons	7	Jasper Co. Commission	0
Robert Goar	4	Scott Watson	7	City of Carthage	0
				Carthage Schools	5



## AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet September 20, 2018, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

### ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: August 2018

APPROVAL OF DISBURSEMENTS: August \$ 3,321,794.34

FINANCIAL STATEMENT: August

### COMMITTEE REPORTS

### CITIZENS PARTICIPATION PERIOD

OLD BUSINESS: None.

### NEW BUSINESS:

1. CONSIDERATION OF HEALTH INSURANCE PROPOSAL

### MISCELLANEOUS

### STAFF REPORTS

### BOARD MEMBER COMMENTS

Persons with disabilities who need special assistance may call 417-237-7300 or 1-800-735-2466 (TDD via Relay Missouri) at least 24 hours prior to meeting.

Representatives of the news media may obtain copies of this notice by contacting:  
Susan Wendleton, P O Box 611 Carthage, MO 64836 417-237-7300

# ***CORRESPONDENCE***



September 10, 2018

City of Carthage

Dear Zeb/Tom:

This letter is a request per the contract for a modification of the current rate on the anniversary date of the agreement, September 1, 2018. The agreement requests adjustments based on the Consumer Price Index (CPI) for Midwest Urban all items which currently is 2.1%. This would bring the residential rate to \$12.12 for family and \$9.87 for senior.

Republic appreciates the partnership we have formed with Carthage and look forward to another successful year. We value our relationship and pride ourselves in providing excellent service to the citizens of Carthage. If you have any questions, please do not hesitate to contact me.

Sincerely,

Jennifer Fagan  
Republic Services of Galena  
Municipal Manager  
417-499-3739 cell

Current Contract Language:

**ARTICLE III:** THAT, effective October 1, each year, Contractor shall furnish to City services as agreed to in this contract, at the following monthly rates:

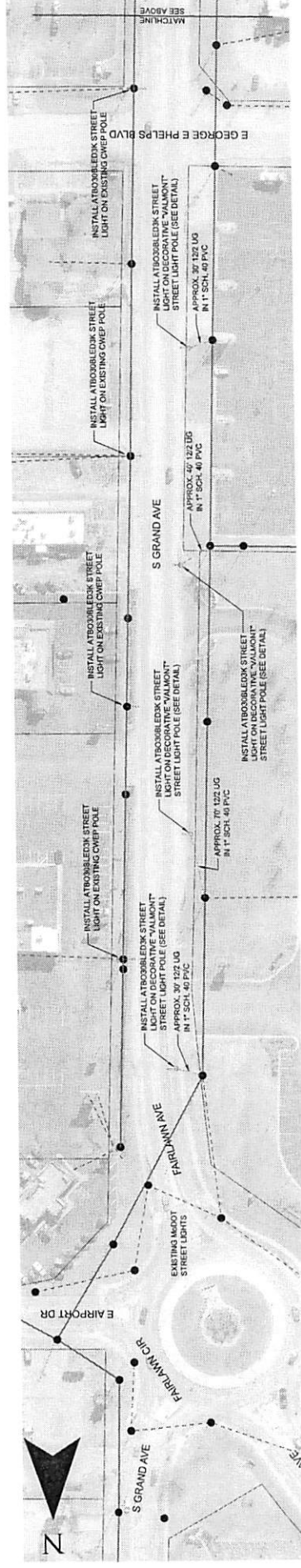
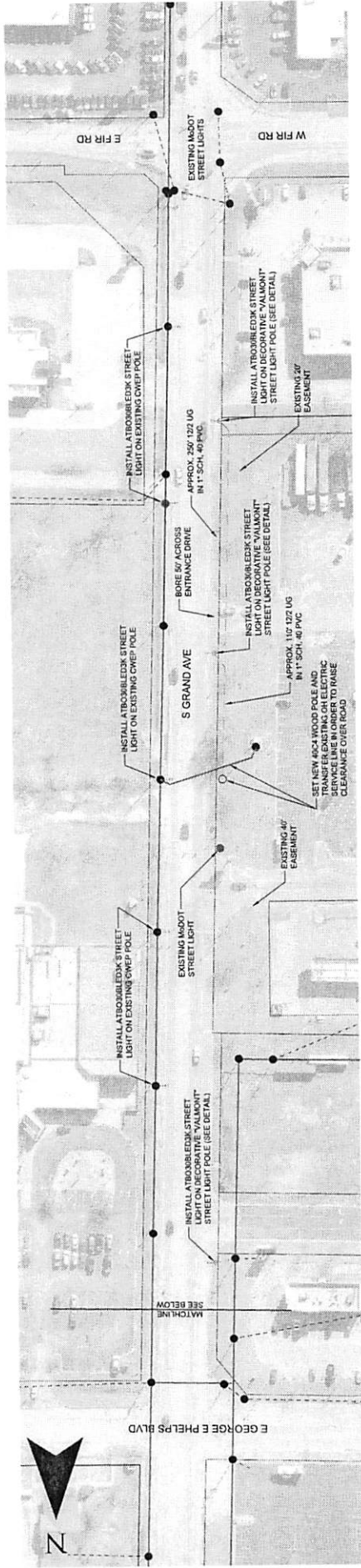
**MONTHLY RATES:** All rates are included in Appendix A. Annual adjustments based on the Bureau of Labor Statistics (BLS) CPI (Consumers Price Index) All Urban consumers – not seasonally adjusted - Midwest, Urban, All Items, not to exceed 3.5% will be implemented on the anniversary of each year. Adjustments will be based on the annual CPI from August 1 thru July 31 of each year.

# CARTHAGE, MISSOURI

<b>Div #</b>	393	<b>Municipality Name</b>	CARTHAGE	<b>Contract #</b>	64836	<b>Updated</b>	09/10/2018
<b>City Contact Information</b>	KIT HEISTEN-BILLING	417-629-2522	kheisten@cwep.com				
<b>Contract Information</b>	Includes residential trash (cart contents only) and commercial trash NO YARD WASTE						
<b>Resi Billing Information</b>	Resi services are billed monthly through city on water bill.						
<b>Resi Rate Information</b>	Cart Service	12.12 FAMILY/ 9.87 SENIOR	Trash Rt: #S=      Rec Rt: #S=				
<b>Resi Del/Exc Fees</b>	ADDITIONAL CART \$3.00 BILLED BY CITY MONTHLY						
<b>Resi Fee Information</b>	No Fees		<b>PI Information</b>				
<b>Resi Service Information</b>	Cart contents only--no yard waste--						
<b>Bulky Items</b>	1 Bulky item picked up on their regular scheduled day. We would prefer they call in but it is not required.						
<b>Comm Billing Information</b>	Comm services are billed monthly through CITY. Franchise New/Change/Close forms are used to request changes. SENT TO CITY FOR APPROVAL				<b>PI Information</b>		
<b>Comm Service Information</b>	Comm services are primarily FL containers (RL where safety warrants) and service is available 5 days/wk on FL (ask for service day availability on RL).						
<b>Misc. Info</b>							

**Comm Trash Rate Table**

Size	Frequency	City Bills	Republic Bills	
HP/CA	1x/week		\$ 27.48	COMM DEL FEES - \$45.00 plus sales tax
Extra Cart	1x/week			
2yd	1x/week		\$ 67.56	COMM EXC FEES - \$45.00 plus sales tax
	2x/week		\$ 135.12	
	3x/week		\$ 202.68	EXTRA YARDAGE - Billed at \$15.00/yard direct billed to customer's Acct plus taxes
	4x/week		\$ 270.24	
	5x/week		\$ 337.80	
	6x/week			
	Extra Pick-Up	Direct Billed to customer on Ext Ydg Acct	\$ 30.00	
3yd (do not sell new 3yds)	1x/week			
	2x/week			
	3x/week			
	4x/week			
	5x/week			
	6x/week			
	Extra Pick-Up			
4yd	1x/week		\$ 111.98	
	2x/week		\$ 223.96	
	3x/week		\$ 335.94	
	4x/week		\$ 447.92	
	5x/week		\$ 559.90	
	6x/week			
	Extra Pick-Up	Direct Billed to customer on Ext Ydg Acct	\$ 45.00	
6yd	1x/week		\$ 140.97	
	2x/week		\$ 281.94	
	3x/week		\$ 422.91	
	4x/week		\$ 563.88	
	5x/week		\$ 704.85	
	6x/week			
	Extra Pick-Up	Direct Billed to customer on Ext Ydg Acct	\$ 60.00	
8yd	1x/week		\$ 153.77	
	2x/week		\$ 307.54	
	3x/week		\$ 461.31	
	4x/week		\$ 615.08	
	5x/week		\$ 768.85	
	6x/week			
	Extra Pick-Up	Direct Billed to customer on Ext Ydg Acct	\$ 75.00	



# STREET LIGHT IMPROVEMENT PROJECT

## ROUTE 571 (GRAND AVENUE)

### CARTHAGE, MISSOURI



Golf Course Report

TARGETED BUDGETED ROUNDS..... 20,000				2018-19		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 19</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>14 - 18</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	13.72%	2,744	2,744	3,058	3,058	314	11.44%	314	11.44%
Aug	12.16%	2,432	5,176	2,506	5,564	74	3.05%	388	7.50%
Sep	12.02%	2,404	7,580	0	5,564	-2,404	-100.00%	-2,016	-26.59%
Oct	8.68%	1,737	9,316	0	5,564	-1,737	-100.00%	-3,752	-40.28%
Nov	4.32%	863	10,180	0	5,564	-863	-100.00%	-4,616	-45.34%
Dec	2.57%	513	10,693	0	5,564	-513	-100.00%	-5,129	-47.96%
Jan	2.78%	556	11,249	0	5,564	-556	-100.00%	-5,685	-50.54%
Feb	3.61%	721	11,970	0	5,564	-721	-100.00%	-6,406	-53.52%
Mar	6.67%	1,334	13,303	0	5,564	-1,334	-100.00%	-7,739	-58.18%
Apr	9.15%	1,829	15,132	0	5,564	-1,829	-100.00%	-9,568	-63.23%
May	11.49%	2,299	17,431	0	5,564	-2,299	-100.00%	-11,867	-68.08%
Jun	12.84%	2,569	20,000	0	5,564	-2,569	-100.00%	-14,436	-72.18%
TOTAL	100.00%	20,000							

TARGETED BUDGETED REVENUES ..... \$ 447,939.00				CITY REVENUE REPORTS		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 19</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>14 - 18</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>DOLLAR</u>	<u>PERCENT</u>	<u>DOLLAR</u>	<u>PERCENT</u>
Jul	14.11%	\$ 63,211.98	\$ 63,211.98	\$61,565.20	\$ 61,565.20	-\$ 1,646.78	-2.61%	-\$ 1,646.78	-2.61%
Aug	11.86%	\$ 53,122.31	\$ 116,334.29	\$52,147.76	\$ 113,712.96	-\$ 974.55	-1.83%	-\$ 2,621.33	-2.25%
Sep	11.89%	\$ 53,281.38	\$ 169,615.67	\$0.00	\$ 113,712.96	-\$ 53,281.38	-100.00%	-\$ 55,902.71	-32.96%
Oct	9.69%	\$ 43,425.52	\$ 213,041.20	\$0.00	\$ 113,712.96	-\$ 43,425.52	-100.00%	-\$ 99,328.24	-46.62%
Nov	5.43%	\$ 24,342.35	\$ 237,383.55	\$0.00	\$ 113,712.96	-\$ 24,342.35	-100.00%	-\$ 123,670.59	-52.10%
Dec	3.08%	\$ 13,802.23	\$ 251,185.77	\$0.00	\$ 113,712.96	-\$ 13,802.23	-100.00%	-\$ 137,472.81	-54.73%
Jan	2.49%	\$ 11,158.55	\$ 262,344.32	\$0.00	\$ 113,712.96	-\$ 11,158.55	-100.00%	-\$ 148,631.36	-56.66%
Feb	2.57%	\$ 11,511.05	\$ 273,855.38	\$0.00	\$ 113,712.96	-\$ 11,511.05	-100.00%	-\$ 160,142.42	-58.48%
Mar	5.36%	\$ 24,005.86	\$ 297,861.24	\$0.00	\$ 113,712.96	-\$ 24,005.86	-100.00%	-\$ 184,148.28	-61.82%
Apr	8.87%	\$ 39,725.45	\$ 337,586.69	\$0.00	\$ 113,712.96	-\$ 39,725.45	-100.00%	-\$ 223,873.73	-66.32%
May	12.21%	\$ 54,698.92	\$ 392,285.60	\$0.00	\$ 113,712.96	-\$ 54,698.92	-100.00%	-\$ 278,572.64	-71.01%
Jun	12.42%	\$ 55,653.40	\$ 447,939.00	\$0.00	\$ 113,712.96	-\$ 55,653.40	-100.00%	-\$ 334,226.04	-74.61%
TOTAL	100.00%	\$ 447,939.00							

TARGETED BUDGETED EXPENDITURES..... \$623,056				2018-19		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 18</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>14 - 18</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	7.27%	45,269.89	45,269.89	\$52,496.26	\$52,496.26	\$7,226.37	15.96%	\$7,226.37	15.96%
Aug	9.86%	61,449.80	106,719.69	\$67,396.52	\$119,892.78	\$5,946.72	9.68%	\$13,173.09	12.34%
Sep	8.72%	54,355.75	161,075.43	\$0.00	\$119,892.78	-\$54,355.75	-100.00%	-\$41,182.65	-25.57%
Oct	9.63%	59,970.87	221,046.30	\$0.00	\$119,892.78	-\$59,970.87	-100.00%	-\$101,153.52	-45.76%
Nov	7.52%	46,884.21	267,930.51	\$0.00	\$119,892.78	-\$46,884.21	-100.00%	-\$148,037.73	-55.25%
Dec	8.81%	54,904.80	322,835.31	\$0.00	\$119,892.78	-\$54,904.80	-100.00%	-\$202,942.53	-62.86%
Jan	6.83%	42,580.73	365,416.04	\$0.00	\$119,892.78	-\$42,580.73	-100.00%	-\$245,523.26	-67.19%
Feb	6.10%	38,014.56	403,430.60	\$0.00	\$119,892.78	-\$38,014.56	-100.00%	-\$283,537.82	-70.28%
Mar	8.09%	50,424.89	453,855.48	\$0.00	\$119,892.78	-\$50,424.89	-100.00%	-\$333,962.70	-73.58%
Apr	8.84%	55,095.17	508,950.66	\$0.00	\$119,892.78	-\$55,095.17	-100.00%	-\$389,057.88	-76.44%
May	8.64%	53,818.27	562,768.92	\$0.00	\$119,892.78	-\$53,818.27	-100.00%	-\$442,876.14	-78.70%
Jun	9.68%	60,287.08	623,056.00	\$0.00	\$119,892.78	-\$60,287.08	-100.00%	-\$503,163.22	-80.76%
TOTAL	100.00%	623,056.00							

# SALES TAX REPORT

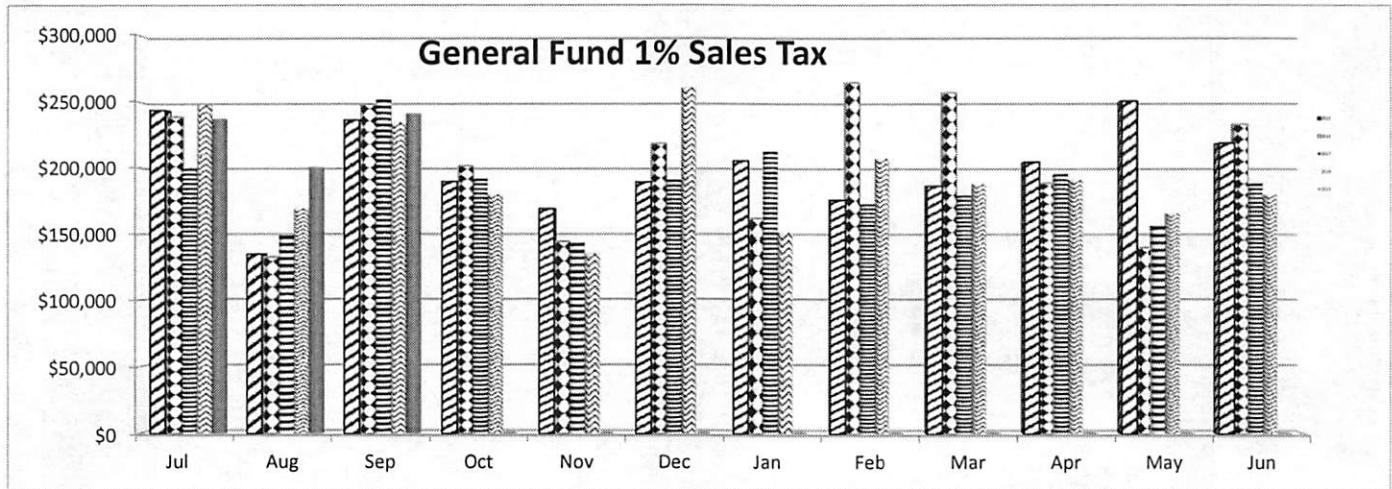
For the Month of:

September

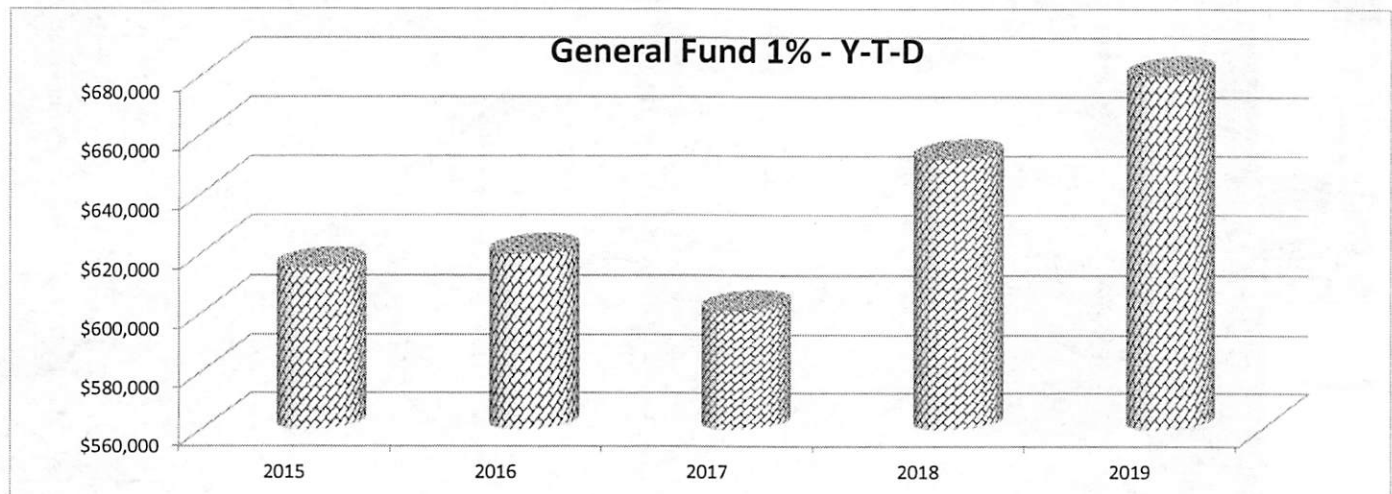
2018

## City's 1% General Fund Sales Tax

<b>Current Month:</b>	<b>\$ 241,334.68</b>	<b>Budgeted:</b>	<b>\$ 242,053.90</b>	<b>% Difference</b>	<b>-0.30%</b>
	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Current Month</b>	\$ 236,283.66	\$ 248,120.91	\$ 252,064.91	\$ 234,381.68	\$ 241,334.68
<b>% Change</b>		<u>5.01%</u>	<u>1.59%</u>	<u>-7.02%</u>	<u>2.97%</u>
<b>\$Change</b>		<u>\$ 11,837.25</u>	<u>\$ 3,944.00</u>	<u>-\$ 17,683.23</u>	<u>\$ 6,953.00</u>



<b>Year-To-Date:</b>	<b>\$ 679,571.55</b>	<b>Budgeted:</b>	<b>\$ 672,769.98</b>	<b>% Difference</b>	<b>1.01%</b>
	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Y-T-D</b>	\$ 614,981.92	\$ 619,584.56	\$ 600,790.28	\$ 651,445.64	\$ 679,571.55
<b>% Change</b>		<u>0.75%</u>	<u>-3.03%</u>	<u>8.43%</u>	<u>4.32%</u>
<b>\$Change</b>		<u>\$ 4,602.64</u>	<u>-\$ 18,794.28</u>	<u>\$ 50,655.36</u>	<u>\$ 28,125.91</u>



### Comments:

City Sales Taxes total 2.750%. This includes 1% General, .5% Transportation, .5% Capital Improvements, .5% Parks/Stormwater, and .25% Fire. Numbers are shown as received by the City. Receipts lag collections by approximately 2 months. The total current Sales Tax rate in the City of Carthage is 8.2% which includes the passage of the County's 1/4% Sales Tax for the Juvenile Center and Courthouse work, in October 2016.

The General Fund Sales Tax (1%) receipts for September showed an increase of 18.5% from the same month last Fiscal Year. This amounted to approximately \$31,302 more than the same month last year. This is the second month of the fiscal year and, the first month's collections which are higher than last year's total reported Sales Tax collections. Overall, the City had budgeted an increase of 0.01% from the previous year's budgeted amount. However, actual receipts for FY 18 fell short of projections. Final fiscal 2018 y-t-d numbers ended up 3.45% (\$77,102) higher than 2017 but approximately 3.16% (\$75,348) below what was anticipated (budgeted). Current Y-T-D receipts are 5% above last year's numbers. This amounts to approximately \$21,173.

**Carthage Public Library  
Balance Sheet - Cash basis  
August 31, 2018**

**Assets**

<b>Current Assets</b>	
Cash in bank - treasurer's cash	\$ 831,674.37
Cash in bank - Simmons Bank	29,128.15
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	<u>120.00</u>
<b>Total Current Assets</b>	<u><b>861,062.52</b></u>
 <b>Total Assets</b>	 <u><u><b>\$ 861,062.52</b></u></u>

**Liabilities and Net Assets**

<b>Current Liabilities</b>	
Insurance proceeds payable	<u>\$ 98,639.62</u>
<b>Total Current Liabilities</b>	<u><b>98,639.62</b></u>
 <b>Total Liabilities</b>	 <u><b>98,639.62</b></u>
<b>Net Assets</b>	
Unrestricted Net Assets	454,722.09
Temporarily Restricted Net Assets:	
Boylan Grant	6,327.80
Carthage Community Foundation	2,943.26
CPL Development Foundation	13,853.21
Debbie Putnam - Ebooks	32,739.74
Library Gardens	7,159.87
Rading to Read Grant - 2018	(2,106.00)
Rading to Read Grant - 2019	(465.00)
Rading to Read Grant - Local - 2018	3,591.33
Spotlight on Literacy Grant - MOSL - 2018	7,522.50
Spotlight on Literacy Grant - MOSL - 2019	9,825.00
Spotlight on Literacy Grant - Local - 2018	9,376.67
Spotlight on Literacy Grant - Local - 2019	17,381.72
Steadley Trust	47,641.68
Summer reading program - Local	167.15
Summer reading program - MOSL grant	(2,521.03)
Thelma Stanley Foundation Grant	10,000.00
Operational reserves	195,998.47
Change in net assets	<u>(51,735.56)</u>
<b>Total Net Assets</b>	<u><b>762,422.90</b></u>
 <b>Total Liabilities and Net Assets</b>	 <u><u><b>\$ 861,062.52</b></u></u>

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the One Month and Two Months Ended August 31, 2018**

	<b>2018</b>	<b>Monthly</b>	<b>Monthly</b>	<b>2018</b>	<b>Annual</b>	<b>Annual</b>
	<b>Month Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Year to date</b>	<b>Budget</b>	<b>Variance</b>
<b>Revenue</b>						
Book sale Income	\$ 149.15	\$ 250.00	\$ (100.85)	\$ 391.75	\$ 3,000.00	\$ (2,608.25)
Copier Income	654.30	583.34	70.96	1,203.00	7,000.00	(5,797.00)
Donations	121.80	0.00	121.80	14,148.73	0.00	14,148.73
Donations-restricted	10,969.25	625.00	10,344.25	10,980.95	7,500.00	3,480.95
Fax Income	192.90	83.34	109.56	309.30	1,000.00	(690.70)
Fine Income	558.11	500.00	58.11	1,300.41	6,000.00	(4,699.59)
Interest Income	528.18	166.67	361.51	732.40	2,000.00	(1,267.60)
Non-resident fee Income	840.00	666.67	173.33	1,880.00	8,000.00	(6,120.00)
Payment for lost books	107.50	27.78	79.72	175.06	333.33	(158.27)
Postage Income	6.00	27.78	(21.78)	10.00	333.33	(323.33)
State aid	0.00	750.00	(750.00)	0.00	9,000.00	(9,000.00)
Sur tax	0.00	1,000.00	(1,000.00)	0.00	12,000.00	(12,000.00)
Tax Income	281.64	16,916.67	(16,635.03)	939.32	203,000.00	(202,060.68)
Tax Income - Park and storm water	38,299.20	37,558.42	740.78	82,875.94	450,701.00	(367,825.06)
Other Income	117.32	27.78	89.54	173.37	333.34	(159.97)
<b>Total revenue</b>	<b>52,825.35</b>	<b>59,183.45</b>	<b>(6,358.10)</b>	<b>115,120.23</b>	<b>710,201.00</b>	<b>(595,080.77)</b>

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the One Month and Two Months Ended August 31, 2018**

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
<b>Operating Expenses</b>						
Salaries	50,769.33	39,000.00	(11,769.33)	85,407.60	468,000.00	382,592.40
Lagers	2,375.07	1,581.83	(793.24)	3,956.68	18,982.00	15,025.32
Insurance - health	341.00	416.66	75.66	1,509.49	5,000.00	3,490.51
Payroll taxes - FICA	3,884.89	2,983.50	(901.39)	6,536.73	35,802.00	29,265.27
Total payroll expenses	<u>57,370.29</u>	<u>43,981.99</u>	<u>(13,388.30)</u>	<u>97,410.50</u>	<u>527,784.00</u>	<u>430,373.50</u>
Employee goodwill	336.24	250.00	(86.24)	713.01	3,000.00	2,286.99
Advertising	0.00	166.66	166.66	0.00	2,000.00	2,000.00
Audio-visuals	0.00	333.33	333.33	0.00	4,000.00	4,000.00
Books	1,342.33	2,500.00	1,157.67	4,772.85	30,000.00	25,227.15
Books - children's	0.00	1,250.00	1,250.00	0.00	15,000.00	15,000.00
Contract fees	12,752.18	3,083.33	(9,668.85)	14,469.70	37,000.00	22,530.30
Dues and travel	425.34	833.33	407.99	754.07	10,000.00	9,245.93
Ebooks	3,200.00	291.66	(2,908.34)	3,200.00	3,500.00	300.00
Furniture and equipment	5,043.93	1,159.75	(3,884.18)	6,018.80	13,917.00	7,898.20
Information technology (IT)	1,819.40	583.33	(1,236.07)	1,900.70	7,000.00	5,099.30
Insurance	0.00	1,750.00	1,750.00	2,658.00	21,000.00	18,342.00
Legal and professional	0.00	583.33	583.33	0.00	7,000.00	7,000.00
Periodicals	235.13	500.00	264.87	3,438.70	6,000.00	2,561.30
Postage	167.71	125.00	(42.71)	258.24	1,500.00	1,241.76
Programs - adult	262.36	291.66	29.30	527.15	3,500.00	2,972.85
Programs - children	449.99	1,083.33	633.34	1,199.99	13,000.00	11,800.01
Programs, teens	19.92	83.33	63.41	38.75	1,000.00	961.25
Repairs and maintenance	7,543.87	9,166.66	1,622.79	21,935.96	110,000.00	88,064.04
Supplies	374.34	2,083.33	1,708.99	2,235.08	25,000.00	22,764.92
Telephone	88.55	333.33	244.78	353.24	4,000.00	3,646.76
Utilities	2,449.12	2,916.66	467.54	4,971.05	35,000.00	30,028.95
	<u>36,510.41</u>	<u>29,368.02</u>	<u>(7,142.39)</u>	<u>69,445.29</u>	<u>352,417.00</u>	<u>282,971.71</u>
Total expenses and losses	<u>93,880.70</u>	<u>73,350.01</u>	<u>(20,530.69)</u>	<u>166,855.79</u>	<u>880,201.00</u>	<u>713,345.21</u>

See accountant's compilation report.

**Carthage Public Library**  
**Statements of Income and Other Changes in Net Assets - Cash basis**  
**For the One Month and Two Months Ended August 31, 2018**

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(41,055.35)	(14,166.56)	(26,888.79)	(51,735.56)	(170,000.00)	118,264.44
Transfers from temporary restricted	6,459.06	14,166.67	(7,707.61)	12,778.97	170,000.00	(157,221.03)
Transfers to temporary restricted	(6,878.30)	0.00	(6,878.30)	(6,890.00)	0.00	(6,890.00)
Increase/(Decrease) in unrestricted net assets	<u>(41,474.59)</u>	<u>0.11</u>	<u>(41,474.70)</u>	<u>(45,846.59)</u>	<u>0.00</u>	<u>(45,846.59)</u>
<b>Changes in temporarily restricted net assets</b>						
Racing to Read Grant - 2018	(2,026.00)			(2,026.00)		
Racing to Read Grant - 2019	3,237.00			3,237.00		
Spotlight on Literacy Grant - MOSL - 2018	2,206.25			2,206.25		
Spotlight on Literacy Grant - MOSL - 2019	3,500.00			3,500.00		
Spotlight on Literacy Grant - Local - 2018	(10,000.00)			(10,000.00)		
Spotlight on Literacy Grant - Local - 2019	10,000.00			10,000.00		
Summer reading program	(38.95)			(27.25)		
Boylan Grant	(215.13)			(215.13)		
Carthage Community Foundation	(2,943.26)			(2,943.26)		
Library Gardens	(100.00)			(1,053.65)		
Racing to Read Grant - 2018	80.00			80.00		
Racing to Read Grant - 2019	0.00			(350.00)		
Racing to Read Grant - Local - 2018	195.70			195.70		
Racing to Read Grant - Local - 2019	(187.00)			(291.28)		
Spotlight on Literacy Grant - MOSL - 2018	271.25			271.25		
Spotlight on Literacy Grant - MOSL - 2019	(1,193.75)			(1,443.75)		
Spotlight on Literacy Grant - Local - 2018	765.57			142.30		
Spotlight on Literacy Grant - Local - 2019	(2,413.87)			(2,743.87)		
Summer reading program	(38.04)			(259.75)		
Summer reading program - MOSL grant	(660.53)			(2,725.74)		
Thelma Stanley Foundation Grant	(20.00)			(1,441.79)		
Increase/(Decrease) in temporarily restricted net assets	<u>419.24</u>			<u>(5,888.97)</u>		
Change in net assets	<u>\$ (41,055.35)</u>			<u>\$ (51,735.56)</u>		

See accountant's compilation report.

**Carthage Public Library**  
**Gift Account Activity**  
**For the One Month and Two Months Ended August 31, 2018**

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ 6,327.80	\$ 0.00	\$ (215.13)	\$ 6,112.67
Carthage Community Foundation	2,943.26	0.00	(2,943.26)	0.00
CPL Development Foundation	13,853.21	0.00	0.00	13,853.21
Debbie Putnam - Ebooks	32,739.74	0.00	0.00	32,739.74
Library Gardens	7,159.87	0.00	(1,053.65)	6,106.22
Racing to Read Grant - 2018	(2,106.00)	(2,026.00)	80.00	(4,052.00)
Racing to Read Grant - 2019	(465.00)	3,237.00	(350.00)	2,422.00
Racing to Read Grant - Local - 2018	3,591.33	0.00	195.70	3,787.03
Racing to Read Grant - Local - 2019	0.00	0.00	(291.28)	(291.28)
Spotlight on Literacy Grant - MOSL - 2018	7,522.50	2,206.25	271.25	10,000.00
Spotlight on Literacy Grant - MOSL - 2019	9,825.00	3,500.00	(1,443.75)	11,881.25
Spotlight on Literacy Grant - Local - 2018	9,376.67	(10,000.00)	142.30	(481.03)
Spotlight on Literacy Grant - Local - 2019	17,381.72	10,000.00	(2,743.87)	24,637.85
Steadley Trust	47,641.68	0.00	0.00	47,641.68
Summer reading program - Local	167.15	(27.25)	(259.75)	(119.85)
Summer reading program - MOSL grant	(2,521.03)	0.00	(2,725.74)	(5,246.77)
Thelma Stanley Foundation Grant	10,000.00	0.00	(1,441.79)	8,558.21
Operational reserves	195,998.47	0.00	0.00	195,998.47
<b>Totals</b>	<u>\$ 359,436.37</u>	<u>\$ 6,890.00</u>	<u>\$ (12,778.97)</u>	<u>\$ 353,547.40</u>

See accountant's compilation report.

## **Director's Progress and Service Report**

**September 2018**

August is typically a slower month for all public libraries, but our statistics prove me wrong! We had 172 new library card applicants during August, and with the increase in the amount of materials that can be checked out, my CIRC staff has been hopping! We are working through everyday situations that arise with the increase in circulation requests, not a bad problem to have at all.

August has been a month of professional development for various staff members. The Children's Director attended a children's author event in Joplin with nationally renowned author Sharon Draper. Mike Tolle and I spent time at the Joplin Public Library for a day to learn about 3 D laser and 3 D printers. Mike also attended a workshop in Columbia presented by MoreNet in order for him to learn about setting up our new website. It is almost ready to go "Live," and I think we are all going to enjoy the new features it has to offer. The Summer Reading 2019 planning workshop is scheduled for the end of September with three staff members planning to attend.

Final grant reports have been completed and submitted to the Missouri State Library for Summer Reading as well as interim reports were completed for Racing to Read and Spotlight on Literacy grants.

There has been a lot of maintenance happening at the library in the past few weeks! Thankfully, after 11 weeks, Judy and I are getting closer to getting back into our office. We are awaiting the manufacturer of the roofing material to come to Carthage to certify our new roof. There have not been any new leaks in the past two weeks, all ceiling tiles are replaced, electrical work, sheetrock and painting repairs are complete and carpet is being laid this week. Mid-Continent Restoration began their work on September 9<sup>th</sup> by clearing out the trees and shrubs which surround the original library. As of today, September 11, the crew is working "Full steam ahead" to repair and preserve the original Carnegie foundation. We have had numerous phone calls inquiring whether or not the library is open, and the answer is "Of course." It may take you a little while longer to find a parking spot and your feet may get a tad bit muddy, but



of course we are here. We have had to do some major moving of staff members and their offices in order to clear out office space and storage for the renovation. Our adult classes are now held upstairs in Reference, and with 16 students, the area is full full! Once again, not a bad problem to have. English and bi-lingual Story Time is being held in the Children's Department, which means a shortened lesson as the event requires us to close the area while Story Time is being presented.

On Sept. 26<sup>th</sup> citizens of Carthage will have the opportunity to register to vote, yes, right here at the library. With the November elections right around the corner, we were approached to hold the event, and we are more than happy to do so! November? It seems like just yesterday it was June and we were starting Summer Reading. Have a great month!

Julie Yockey, Director

# CIRCULATION REPORT for August 2018

New Books/Periodicals	
Adult Books	<u>116</u>
Adult Periodicals	<u>91</u>
YA Books	<u>0</u>
YA Periodicals	<u>4</u>
Juvenile Books	<u>9</u>
Juv Periodicals	<u>14</u>
Totals	<u>234</u>

New Applications	
Adult	<u>86</u>
Juvenile	<u>86</u>
Total	<u>172</u>

AWE Computers	
AWE #1	<u>73</u>
AWE #2	<u>99</u>
AWE #3 (Bilingual)	<u>92</u>
AWE #4 (Bilingual)	<u>109</u>
Total	<u>373</u>

Computer Use	
Adult	<u>778</u>
Reference/Genealogy	<u>16</u>
Microfilm	<u>0</u>
Juvenile	<u>87</u>
Tablets	<u>41</u>
AWE	<u>373</u>
Teen Laptops	<u>67</u>
Wireless	<u>411</u>
Total	<u>1773</u>

Circulation	Adult	YA	Juvenile	Total
Books	<u>2030</u>	<u>292</u>	<u>2578</u>	<u>4900</u>
Periodicals	<u>84</u>	<u>2</u>	<u>2</u>	<u>88</u>
Audio	<u>74</u>	<u>1</u>	<u>49</u>	<u>124</u>
Visual	<u>581</u>	<u>-</u>	<u>-</u>	<u>581</u>
Circulating Electronics	<u>4</u>	<u>-</u>	<u>-</u>	<u>4</u>
eBooks	<u>832</u>	<u>97</u>	<u>169</u>	<u>1098</u>
Totals	<u>3605</u>	<u>392</u>	<u>2798</u>	<u>6795</u>
In House Use	<u>123</u>	<u>-</u>	<u>-</u>	<u>123</u>
Courier	Lending <u>513</u>	Borrowing <u>489</u>		Total <u>1002</u>
Circulation Total				<u>7920</u>

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
<u>0</u>	<u>39</u>	<u>11</u>	<u>7</u>	<u>57</u>

ENGLISH	Adult	YA	Juvenile	Total
Programs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Attendees	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

SPANISH	Adult	Juvenile	Total
Programs	<u>2</u>	<u>0</u>	<u>2</u>
Attendees	<u>18</u>	<u>0</u>	<u>18</u>

	Requests	Filled
ILL Requests Made	<u>1</u>	<u>1</u>
ILL Requests Rec'd	<u>167</u>	<u>0</u>

Door Count	N/A
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	Adult	YA	Juvenile	Total
Mending	<u>18</u>	<u>1</u>	<u>10</u>	<u>29</u>
Discards	<u>825</u>	<u>0</u>	<u>39</u>	<u>864</u>
Corrective Processing	<u>60</u>	<u>0</u>	<u>10</u>	<u>70</u>

**Summary of August 2018 Financial Report  
Carthage Chamber of Commerce**

The Carthage Chamber of Commerce finished the month of August with a net profit of \$5,778.58 compared to a budgeted amount of -\$10,635.47. Year to date net income was \$20,284.26 compared to a budget of \$6,133.31. Some of the highlights for August are as follows:

1. Income was \$27,436.44 compared to budget of \$15,269.00. The following are the major reasons for the increase.
  - (a) Membership dues are \$8,858 above budget due to timing of billing sent.
  - (b) Maple Leaf income was \$3,533 more than budget due to timing.
2. Expenses were \$18,986.86 compared to budget of \$25,904.60. The following are the primary reasons for the decrease.
  - (a) Advertising and marketing are \$5,654 under budget due to not marketing the Myers Park or Industrial Park. It was anticipated that marketing could begin at this time for both locations. Myers Park is having the dirt mounds being removed and will begin marketing when that is completed. The Industrial Park is still undergoing the review process.
  - (b) Maple Leaf expense was \$974 under budget due to timing.
3. The above also carried over to the Year to Date bottom line as well.

2:02 PM  
09/07/18  
Accrual Basis

**Carthage Chamber of Commerce**  
**Balance Sheet**  
**As of August 31, 2018**

	<u>Aug 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
General Checking	999.58
Maple Leaf Equity	47,471.00
Money Market	170,077.41
Petty Cash	200.00
<b>Total Checking/Savings</b>	<u>218,747.99</u>
Accounts Receivable	
1200 - Accounts Receivable	15,789.12
<b>Total Accounts Receivable</b>	<u>15,789.12</u>
Other Current Assets	
Prepaid Insurance - Business	5,355.17
1499 - Undeposited Funds	1,439.60
<b>Total Other Current Assets</b>	<u>6,794.77</u>
<b>Total Current Assets</b>	<u>241,331.88</u>
<b>Fixed Assets</b>	
Accumulated Depreciation	-84,775.98
Building	222,745.00
Building Improvements	12,795.41
Land	28,000.00
Office Equipment	16,301.39
<b>Total Fixed Assets</b>	<u>185,065.82</u>
<b>TOTAL ASSETS</b>	<u><u>426,397.70</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 - Accounts Payable	-63.80
<b>Total Accounts Payable</b>	<u>-63.80</u>
Other Current Liabilities	
Accrued PTO	2,196.10
Due to Maple Leaf	25,000.00
2100 - Payroll Liabilities	2,790.15
<b>Total Other Current Liabilities</b>	<u>29,986.25</u>
<b>Total Current Liabilities</b>	<u>29,922.35</u>
Long Term Liabilities	
UMB Building Loan	86,097.68
<b>Total Long Term Liabilities</b>	<u>86,097.68</u>
<b>Total Liabilities</b>	<u>116,020.03</u>
<b>Equity</b>	
3900 - Retained Earnings	290,093.41
Net Income	20,284.26
<b>Total Equity</b>	<u>310,377.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>426,397.70</u></u>

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09/07/18  
Accrual Basis

**Carthage Chamber of Commerce**  
**Profit & Loss**  
**August 2018**

	<u>Aug 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Economic Development contract	9,839.58
Interest incomes	65.44
Maple Leaf income	3,634.07
Membership dues	
New member	1,128.00
Renewal	12,199.60
<b>Total Membership dues</b>	<b>13,327.60</b>
Miscellaneous Income	-358.00
Registration fees	294.00
Sponsorships	
Business After Hours	125.00
Newsletter	98.75
<b>Total Sponsorships</b>	<b>223.75</b>
Tenant Agreement	410.00
<b>Total Income</b>	<b>27,436.44</b>
<b>Gross Profit</b>	<b>27,436.44</b>
<b>Expense</b>	
Awards & prizes	115.44
Bank & credit card fees	13.20
Car allowance	200.00
Contract services	47.10
Depreciation Expense	667.01
Dues & subscriptions	197.81
Equipment lease	221.99
Food & drinks	
Teacher luncheon	479.75
<b>Total Food &amp; drinks</b>	<b>479.75</b>
Insurance - health	1,365.57
Interest expense	365.39
Internet & website	168.99
Maple Leaf expense	210.63
Meals & entertainment	307.52
Mileage	149.33
Miscellaneous expense	78.59
Office supplies	
Office equipment	705.30
Office supplies - Other	352.02
<b>Total Office supplies</b>	<b>1,057.32</b>
Printing	98.75
Repairs & maintenance	199.10
Salaries & wages	
Payroll taxes	732.98
Salaries & wages - Other	10,834.50
<b>Total Salaries &amp; wages</b>	<b>11,567.48</b>
Seminars & conferences	293.55
Utilities	1,182.34
<b>Total Expense</b>	<b>18,986.86</b>
<b>Net Ordinary Income</b>	<b>8,449.58</b>

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09/07/18

Accrual Basis

# Carthage Chamber of Commerce

## Profit & Loss

August 2018

	Aug 18
Other Income/Expense	
Other Income	
Non-renewals	-2,671.00
Total Other Income	-2,671.00
Net Other Income	-2,671.00
Net Income	5,778.58

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09/07/18

Accrual Basis

# **Carthage Chamber of Commerce** **Profit & Loss Budget vs. Actual** July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Directory	0.00	0.00	0.00	0.0%
Donations	0.00	0.00	0.00	0.0%
Economic Development contract	19,679.16	19,679.20	-0.04	100.0%
Interest incomes	147.47	100.00	47.47	147.5%
Maple Leaf income	33,135.43	24,428.59	8,706.84	135.6%
Membership dues				
New member	2,073.00	1,020.50	1,052.50	203.1%
Renewal	16,084.60	7,103.46	8,981.14	226.4%
<b>Total Membership dues</b>	<b>18,157.60</b>	<b>8,123.96</b>	<b>10,033.64</b>	<b>223.5%</b>
Miscellaneous Income	-340.00	12.00	-352.00	-2,833.3%
Postage	0.00	0.00	0.00	0.0%
Printing & copying	0.00	0.00	0.00	0.0%
Registration fees				
Christmas open house	0.00	0.00	0.00	0.0%
Expo Booth Fee	0.00	0.00	0.00	0.0%
Mulligans	0.00	0.00	0.00	0.0%
Putting contest	0.00	0.00	0.00	0.0%
Quarterly Luncheon	300.00	648.00	-348.00	46.3%
Sidewalk Sale	0.00	0.00	0.00	0.0%
Team fee	0.00	0.00	0.00	0.0%
Ticket Sales	0.00	0.00	0.00	0.0%
Registration fees - Other	294.00	200.00	94.00	147.0%
<b>Total Registration fees</b>	<b>594.00</b>	<b>848.00</b>	<b>-254.00</b>	<b>70.0%</b>
Sponsorships				
Annual Banquet Sponsorship	0.00	0.00	0.00	0.0%
Bowling Sponsor	0.00	0.00	0.00	0.0%
Business After Hours	125.00	0.00	125.00	100.0%
Eggs & Issues	0.00	0.00	0.00	0.0%
Expo Sponsorship	0.00	0.00	0.00	0.0%
Friday Coffee	0.00	0.00	0.00	0.0%
Golf contest	0.00	0.00	0.00	0.0%
Golf Grand	0.00	0.00	0.00	0.0%
Golf hole	0.00	0.00	0.00	0.0%
Newsletter	197.50	197.50	0.00	100.0%
Quarterly Luncheon Sponsor	125.00	225.00	-100.00	55.6%
Trivia Sponsor	0.00	0.00	0.00	0.0%
Sponsorships - Other	0.00	700.00	-700.00	0.0%
<b>Total Sponsorships</b>	<b>447.50</b>	<b>1,122.50</b>	<b>-675.00</b>	<b>39.9%</b>
Tenant Agreement	820.00	820.00	0.00	100.0%
<b>Total Income</b>	<b>72,641.16</b>	<b>55,134.25</b>	<b>17,506.91</b>	<b>131.8%</b>
<b>Gross Profit</b>	<b>72,641.16</b>	<b>55,134.25</b>	<b>17,506.91</b>	<b>131.8%</b>
<b>Expense</b>				
Advertising & publicity				
Signs	0.00	1,500.00	-1,500.00	0.0%
Advertising & publicity - Other	763.65	4,403.70	-3,640.05	17.3%
<b>Total Advertising &amp; publicity</b>	<b>763.65</b>	<b>5,903.70</b>	<b>-5,140.05</b>	<b>12.9%</b>
Awards & prizes				
Flight prizes	0.00	0.00	0.00	0.0%
Awards & prizes - Other	137.91	10.00	127.91	1,379.1%
<b>Total Awards &amp; prizes</b>	<b>137.91</b>	<b>10.00</b>	<b>127.91</b>	<b>1,379.1%</b>
Bank & credit card fees	50.89	133.40	-82.51	38.1%

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Accrual Basis

# Carthage Chamber of Commerce

## Profit & Loss Budget vs. Actual

### July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
Car allowance	400.00	400.00	0.00	100.0%
Complimentary sponsorship	0.00	0.00	0.00	0.0%
Contract services	47.10	0.00	47.10	100.0%
Depreciation Expense	1,334.02	1,333.40	0.62	100.0%
Dues & subscriptions	896.49	750.00	146.49	119.5%
Equipment lease	570.58	490.10	80.48	116.4%
Facility use fees				
Greens/carts	0.00	0.00	0.00	0.0%
Room & setup fees	0.00	0.00	0.00	0.0%
Total Facility use fees	0.00	0.00	0.00	0.0%
Food & drinks				
Appetizers/snacks	0.00	0.00	0.00	0.0%
Beverages	0.00	20.00	-20.00	0.0%
Breakfasts	0.00	50.00	-50.00	0.0%
Dinners	0.00	100.00	-100.00	0.0%
Lunches	77.69	50.00	27.69	155.4%
Teacher luncheon	479.75	400.00	79.75	119.9%
Food & drinks - Other	0.00	0.00	0.00	0.0%
Total Food & drinks	557.44	620.00	-62.56	89.9%
Insurance - business	0.00	0.00	0.00	0.0%
Insurance - health	2,731.14	3,301.60	-570.46	82.7%
Interest expense	734.59	691.70	42.89	106.2%
Internet & website	268.93	300.10	-31.17	89.6%
Maple Leaf expense	11,472.76	5,107.42	6,365.34	224.6%
Meals & entertainment	419.38	690.60	-271.22	60.7%
Mileage	243.12	217.33	25.79	111.9%
Miscellaneous expense	148.59	0.00	148.59	100.0%
Office supplies				
Office equipment	1,659.65	433.40	1,226.25	382.9%
Office supplies - Other	506.15	205.89	300.26	245.8%
Total Office supplies	2,165.80	639.29	1,526.51	338.8%
Postage & delivery	46.15	300.00	-253.85	15.4%
Printing				
Member plaques	0.00	0.00	0.00	0.0%
Printing - Other	197.50	572.50	-375.00	34.5%
Total Printing	197.50	572.50	-375.00	34.5%
Professional fees	0.00	250.00	-250.00	0.0%
Repairs & maintenance	428.20	800.00	-371.80	53.5%
Salaries & wages				
Employer retirement contributio	0.00	0.00	0.00	0.0%
Payroll taxes	1,465.95	1,032.00	433.95	142.0%
Salaries & wages - Other	21,669.00	22,354.86	-685.86	96.9%
Total Salaries & wages	23,134.95	23,386.86	-251.91	98.9%
Scholarships	0.00	0.00	0.00	0.0%
Seminars & conferences	293.55	429.00	-135.45	68.4%
Taxes & licenses	0.50	23.39	-22.89	2.1%
Travel				
Airfare	0.00	60.00	-60.00	0.0%
Lodging	327.74	135.18	192.56	242.4%
Travel - Other	0.00	0.00	0.00	0.0%
Total Travel	327.74	195.18	132.56	167.9%
Utilities	2,141.92	1,621.37	520.55	132.1%
Write Offs	0.00	834.00	-834.00	0.0%
Total Expense	49,512.90	49,000.94	511.96	101.0%
Net Ordinary Income	23,128.26	6,133.31	16,994.95	377.1%



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09/07/18

Accrual Basis

**Carthage Chamber of Commerce**  
**Profit & Loss Budget vs. Actual**  
July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
Non-renewals	<u>-2,844.00</u>			
Total Other Income	<u>-2,844.00</u>			
Net Other Income	<u>-2,844.00</u>	<u>0.00</u>	<u>-2,844.00</u>	<u>100.0%</u>
Net Income	<u>20,284.26</u>	<u>6,133.31</u>	<u>14,150.95</u>	<u>330.7%</u>

**Membership – With 7 new members (CDL Electric, Elusive Body Arts, iPhone Restorations, Kaskade Steakhouse, netfishes, Old Missouri Bank, Sweet Peas Cookies and More), and 9 dropped members (ArtFeeds Carthage, Chandelier Barn, Garrett Family Farm, Law Office of Michael Roberts, Life Captured, MOPaws, Royal Clippers, The Screen Door, UV Sanitized) we finished the month of August down 2 member (439 members, net loss \$224) from July 2018 and up 19 members from the same month in 2017 (net gain \$1855).**

**Ambassadors – As of 9/7, we've had a Business After Hours since last Board Meeting. Attendance was moderate but the sponsor was pleased.**

**Marketing/Expo & Home Show – Meeting is scheduled for 9/18. Will have a verbal report.**

**Vision – Current projects include 1000 block of Grand, light on the Square for Christmas, and beautification through Carthage in Bloom committee.**

## **Reports for September 20 Board meeting**

### **Banquet**

Sponsorships available now

Printing by L&P

Catering by Mythos

Music by CHS Jazz Band

Other details in the works (shuttle, etc.)

### **Emerging Leaders**

Recent events: Missouri YP Summit in Jefferson City Sept. 11

All-Chamber "People You Need to Know" with Richard Webster on Sept. 12

Next events: "Magic under the Maples" on Sept. 25 VOLUNTEERS NEEDED

Maple Leaf Info Booth on Oct. 20

"The Power of Impromptu Speaking" lunch & learn on Oct. 23

Next planning meeting Nov. 29

### **Maple Leaf**

Door-to-door mailing in the works

2018 Grand Marshal Sandy Higgins

Events all appear to be on track

Craft vendors are a little behind last year, but 1/3 of overall vendors are new this year

Shirt sales are going well

New banner in Central Park to promote MLF Car Show



Visit [www.CarthageMapleLeaf.com](http://www.CarthageMapleLeaf.com) for ongoing details about the 52nd Annual Maple Leaf Festival!!



All events & details subject to change

Saturday, September 29	4th Annual Lobster Boil	4:30-8 p.m.	Historic Phelps House, 1146 Grand	\$60/person until Sept. 24 only	417-358-9688
October 2-31	"Over Here & Over There: Carthage & Jasper County in World War I" Exhibit	Tues- Sat 12-4 p.m.	Powers Museum, 1617 Oak	Admission by donation	417-237-0456
October 5-November 18	"Art of Quilting" Fiber Exhibition	Fri & Sat 12-5 p.m., Sun 1-5 p.m.	artCentral Hyde House, 1110 E. 13th	Free to the public, donations welcome	417-358-4404
Saturday, October 13	Bicycle Tour	8 a.m.	Kellogg Lake Park, Old Route 66 east of Carthage	Fees \$20-40	417-525-4898
	Safety Fair	10 a.m.-1 p.m.	Fire Department, 401 W. Chestnut	Free to the public	417-237-7100
	Latino Festival	1-6 p.m.	Central Park, 714 S. Garrison	Free to the public	417-358-4265
	Baby Pageant (Newborn through 12 months)	2 p.m.	R-9 Auditorium, 714 S. Main	\$5 to register by 10/1, free to attend	417-358-2373
	Toddler Pageant (ages 13 up to 24 months)	4 p.m.	R-9 Auditorium, 714 S. Main	\$5 to register by 10/1, free to attend	417-358-2373
	Night of Magic with Mike Bliss	7 p.m.	R-9 Auditorium, 714 S. Main	\$5 adults, \$3 ages 5-12, Free for kids under 5 (limit 2 free per paid adult) ALL attendees must have a ticket to enter. Only the FIRST 800 will be admitted.	417-358-2373
Sunday, October 14	3-on-3 Basketball Tournament	TBD	Game On!, 400 S. Maple	Admission price TBD	417-388-4236
	Dog Show & Dachshund Races	Show 1 p.m., Races to follow	Central Park, 714 S. Garrison	\$10/entry, free to spectators	417-358-6402 or 417-674-1727
	Chicken Pageant	3 p.m.	Central Park, 714 S. Garrison	\$10/entry, free to spectators	417-358-2373
	Little Miss & Little Mister Pageants (2-year-olds through 1st grade)	3:30 p.m.	R-9 Auditorium, 714 S. Main	\$15 to register by 10/1, free to attend	417-358-2373
	Prince & Princess Pageants (grades 2-8)	3:30 p.m.	R-9 Auditorium, 714 S. Main	\$15 to register by 10/1, free to attend	417-358-2373
	Queen Pageant (grades 9-12)	7 p.m.	R-9 Auditorium, 714 S. Main	\$50 sponsorship due by 10/1, free to attend	417-358-2373
Wednesday, October 17	Plein Aire Paintout	9 a.m.-4 p.m.	Cherry's Art Emporium on the Square, 311 S. Main	Free to the public, \$35 to participate	417-358-2707
October 17-20	Carnival by Pride Amusements	Wed-Fri 5-10 p.m. Sat 12-6 p.m. OR 4-10 p.m.	Fair Acres Park, east of the Fair Acres Family YMCA	All-access armbands \$18 in advance or at the gate for \$20-25, or purchase pay-as-you-go tickets at the event. Advance tickets will be on sale at the Chamber office until 12 noon on October 16 ONLY.	417-358-2373
Wednesday, October 17	Night of Worship	7 p.m.	Carthage Nazarene, 2000 Grand	Free to the public, offering accepted	417-358-4265

Thursday, October 18	Plein Aire Paintout	9 a.m.-4 p.m., art show & sale 6:30 p.m.	Cherry's Art Emporium on the Square, 311 S. Main	Free to the public, \$35 to participate	417-358-2707
	Three Minutes of Fame Lip Sync Competition	7 p.m. (doors open 6 p.m.)	R-9 Auditorium, 714 S. Main	\$1 admission (only the first 700 will be admitted), ages 5 & under free, free to compete	417-358-2373
Friday, October 19	3rd Annual Bake Sale & Pie Contest	10 a.m. pie contest 12 noon pie auction 12:30 live entertainment	Carthage Senior Center, 404 E. 3rd	Free to the public/\$5 to compete	417-358-4741
	Brats on the Square 5K Race	11 a.m.-6 p.m. 6 p.m.	South Courthouse Lawn Fair Acres Family YMCA, 2600 Grand	Cost TBD \$25 adults, \$15 for students under 18	417-358-2373 417-358-1070
	Dodgeball Tournament	6 p.m.	Game On!, 400 S. Maple	Admission price TBD	417-388-4236
	Cruise Night	6 p.m., live music 7-8 p.m.	Courthouse Square	Free to enter, free to the public	417-825-6773
Saturday, October 20	Pancake Feed	6-11 a.m.	Fire Department, 401 W. Chestnut	\$5 adults, \$2 ages 8 & under	417-237-7100
	Art & Craft Show	8 a.m.-5 p.m.	Courthouse Square	Art/craft booths from \$75, Food booths from \$180, Non-profit lawn booths \$25	417-358-2373
	Kids' Corner	8 a.m.-5 p.m.	Courthouse Square, NE corner	All-access armbands or pay-to-play tickets	417-358-2373
	38th Annual Car Show	8 a.m.-5 p.m.	CRM Complex, Fairview & Grand	Free to the public, \$10 to enter before 10/1 or \$12 to enter at the gate	417-825-6773
	<b>!!! PARADE !!!</b>	9 a.m.	Courthouse Square to Carthage Middle School (including Grand & Centennial)	Free to the public, entry forms available online	417-358-2373
	Tractor Show	9 a.m.-3 p.m.	Central Park, 714 S. Garrison	Free to enter, free to the public	417-793-3700
Saturday, October 27	Model Railroad Show & Swap Meet	9 a.m.-4 p.m.	Fairview Christian Church, 2320 Grand	Adults \$3, children under 12 free	417-540-0692
	Brats on the Square	11 a.m.-2 p.m.	South Courthouse Lawn	Cost TBD	417-358-2373
	Annie's Sips & Bits	11 a.m.-4 p.m.	Annie's Epicurean Delights, 319 S. Main	Free to the public, must be 21 to participate in wine tasting	417-359-1747
	Live Music on the Square	11 a.m.-5 p.m.	Courthouse Square, NW corner	Free to the public	417-837-9701
	53rd Annual Marching Band Festival	1-10 p.m.	David Haffner Stadium, 2700 S. River	Admission fee at the gate	417-359-7020
	3rd Annual Charity Costume Ball	6 p.m.	Memorial Hall, 407 S. Garrison	Tickets \$35 in advance/\$40 at the door	417-358-1070



## Economic Development Project Activity Tracker

August 2018

The activity tracker measures the year-to-date level of economic development project activity (prospects) in the Carthage area. The Carthage Chamber serves as the lead business expansion and attraction entity for the Carthage area.

2018 Total Prospects (includes new and existing companies) ..... 5  
Active Projects ..... 10

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- Meeting with Ryan Mooney, Springfield Economic Director, Springfield Area Chamber of Commerce regarding their economic development program and regional structure.
- Phone conversation with Leggett and Platt representative regarding expansion project at Branch 1, Building 3. Working with Missouri Department of Economic Development and our local Enhanced Enterprise Zone Board as this progresses.
- Meeting with Stephanie Howard, CWEP regarding economic development projects.
- Meeting with a local industry and Hollie Goodnight, Carthage Technical Center Director regarding workforce issues.
- Phone conversation with Mark Stombaugh, MO Department of Economic Development. Discussion was based on Notice of Intent filed for Leggett and Platt Branch One expansion project.
- Attended Carthage Chamber of Commerce Economic Development Committee meeting.
- Attended meeting with members of the Regional Partnership. The Bylaws and Articles of Incorporation were reviewed of the existing partnership. Work will continue restructuring.
- Meeting with Tina Hallmark and Alisa Barroeta regarding opportunities regarding the Hispanic population in Carthage and opportunities to help.
- Meeting with City Administrator and Gilmore Bell law firm regarding economic development issues.
- Attended meeting with representatives of the Joplin Regional Partnership regarding restructuring of the regional group.
- Phone conversations and meetings with various individuals regarding loss of Carthage Press and possible alternatives for a local newspaper.
- Conversation with a potential new business looking at property in Carthage.
- Chamber hosted with Workforce Investment Board a Job Fair for KFC in Carthage.

*The Carthage Chamber of Commerce is a member of the Joplin Regional Partnership (JRP), a regional effort in Southwest Missouri and Southeast Kansas to bring businesses to the area. JRP is contacted by the Missouri Partnership who markets Missouri nationally and internationally to companies wanting to move their facility to another location. The Carthage Chamber of Commerce is contacted by JRP for available buildings and land.*

## **"Rosenberg's Rules of Order"**

*(Simple Rules of Parliamentary Procedure for the 21st Century)*

### **Introduction**

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

### **The Role of the Chair**

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

### **The Basic Format for an Agenda Item Discussion**

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

**First**, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

**Fifth**, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

**Sixth**, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

**Seventh**, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

**Tenth**, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

#### **Motions in General**

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move . . . ." So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

#### **The Three Basic Motions**

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

#### **Multiple Motions Before the Body**

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put



on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

#### **To Debate or Not to Debate**

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

**A motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**A motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**A motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

**A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**A motion to limit debate.** The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

#### **Majority and Super-Majority Votes**

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

**Motion to limit debate.** Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

**Motion to close nominations.** When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

#### **The Motion to Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

#### **Courtesy and Decorum**

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

#### **Special Notes About Public Input**

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.